Award Task Overview

This Quick Reference Guide (QRG) is designed to walk a **Grant Manager** through the process of viewing and completing an award task in Workday. As a **Grant Manager**, you will be able to view the alerts related to the Award Tasks and take necessary actions on the Award Tasks.

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Procedure: Find Award Tasks

On the Workday **Home** screen:

1. Type **Find Award Tasks** in the search field.
2. Select **Find Award Tasks** from the **Search Results**.

On the **Find Award Tasks** screen:
3. Select the **Company** for which you want to view the **Awards Tasks**.

NOTE	All other fields on the **Find Award Tasks** screen that are not mentioned above are optional but helps narrow your search results.

HINT	Enter the name of a Grant Manager (or any other employee with a role on an Award) in the **Assigned Worker** field to help narrow your search to Award Tasks for a specific person.

4. Click on **OK** to display the results.

You have successfully completed this task.

NOTE	If you want to view the award task status, use the **View Award Task Status** report.

NOTE	If an Award Task is in a "Not Started" state and it has been over 30 days past the end date of the task, the Grant Manager and Principal Investigator will receive a daily alert to complete the Award Task.

Procedure: Award Task Status

On the Workday **Home** screen:

1. Type **Award Task Status** in the search field.
2. Select **Award Task Status** from the search results.

On the **Award Task Status** screen:

3. Select the **Company** for which you want to view the **Awards Task Status.**

NOTE	All other fields on the **Award Task Status** screen that are not mentioned above are optional but helps narrow your search results.

4. Click on **OK** to display the results.

You have successfully completed this task.

Procedure: Task Status for My Awards

On the Workday **Home** screen:

1. Type **Task Status for My Awards** in the search field.
2. Select **Task Status for My Awards** from the **Search Results**.

On the **Task Status for My Award** screen:

3. Select the **Award Role** for which you want to view the **Task Status for My Awards.**

NOTE	All other fields on the **Award Task Status** screen that are not mentioned above are optional but helps narrow your search results.

4. Click on **OK** to display the results.

You have successfully completed this task.

Procedure: Task for My Awards

On the Workday **Home** screen:

1. Type **Task for My Awards** in the search field.
2. Select **Task for My Awards** from the search results.

On the **Task for My Award** screen:

3. Select **Award Role**.

NOTE	All other fields on the **Award Task Status** screen that are not mentioned above are optional but helps narrow your search results.

4. Click on **OK** to display the results.

You have successfully completed this task.

Procedure: Complete Award Tasks

On the Workday **Home** screen:

1. Type **Complete Award Task** in the search field.
2. Select **Complete Award Task** from the search results.

On the **Complete Award Tasks** screen, the list of existing award tasks will display.

3. Click on **OK** to proceed.

NOTE	On the Complete **Award Tasks search window**, all fields are optional but helps narrow your search results.

4. Click on the **Complete** button for the award task you want to complete.

On the second **Complete Award Tasks** screen:

5. Review the details on the screen that automatically displays.

NOTE	Though optional, attach relevant documents as needed in the **Attachments** tab.

6. Click on **Submit.**

You have successfully completed the task. It will now be routed based on workflow.