

PAPERS – PD MODULE  
FAQs  
March 12, 2007



**Email Questions**

1. I did not get an email when the Supervisor/Hiring Manager submitted the PD to me. (This could be either the Reviewer or the Employee) AND when I go to pending actions I don't see anything there.

- The Reviewer or Employee was not put into the PD by the Supervisor/Hiring Manager. There is a drop down menu next to the Employee Field and Reviewer field. The Employee field is not the same as the fields "Employee last name" and "Employee first name." Call Human Resources to correct this situation.
- The Reviewer or Employee does not have the budget code that corresponds to the PD in their account set-up. This can be corrected by calling Human Resources.

2. I did not get an email when a position action is submitted to me. I can find it when I go to pending actions.

- This is related to your account set-up.
  - Your email address may be missing.
  - Your email address may be incorrect.
  - You may not have the correct email notifications set-up for you.
  - Call Human Resources to correct this situation.