

# Review Status of Pending Task

## Quick Reference Guide



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## Introduction

The Employee Work Center allows HR Partners to view their pending tasks (new position, hire employee, change benefit elections, etc.) via the Archive tab in their Inbox.

## Steps

1. Click your **Inbox** in the upper right-hand corner of the Employee Work Center screen.



2. Do one of the following:
  - a. Click on any one of the items that displays when you click the Inbox, OR
  - b. Click the **View Inbox** link at the bottom of the list.
3. When your Inbox displays, click the **Archive** tab, which is now a combination of **My Requests** (i.e., your requests) and any actions/tasks that you have "touched."
4. Find the specific item in which you are interested, and click on it once.
5. If it is completed, it will say **Successfully Completed** in the **Overall Status** area.

Overall Status      Successfully Completed

6. If **Overall Status** says **In Progress**, click the **Process** tab on to review the remaining steps.

Overall Status      In Progress



7. In the **Status** column, you will see the status of each of the steps, i.e., steps that were/are:
  - a. Completed,
  - b. Submitted,
  - c. Approved, or
  - d. Are Awaiting Action.

Details      **Process**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	04/24/2014 04:51:43 PM	05/01/2014		Loraine S Epperly: This position will assist Dovi in all of her training responsibilities.
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	04/24/2014 05:35:18 PM	04/26/2014		
Change Default Compensation	Change Default Compensation	Approved	04/24/2014 06:13:16 PM			
Create Position	Consolidated Approval by State Budget Division	Awaiting Action				
Create Position	Consolidated Approval by State Personnel Office	Awaiting Action				