# workday. HOW TO...

OFFICE OF ORGANIZATIONAL DEVELOPMENT & TRAINING HR TRANSACTIONS

### Check on status of a business process



You can see the status of all transactions that **only** you initiate.

There is more than one place to see the status. This guide will show you both methods.

#### Method 1







- Click on the "Archive" tab
- Select the business process you want to review, so that the information is displayed in the main window.



- Click on the "Process" tab in light gray
- Scroll down in both the main window and the small window in the active area of the inbox
- The last row of the table will display the "awaiting action" status
- To see what is next, click "Remaining Process"

| A hire emp   | workday.   | Lorin Mask |
|--|--|------------|
| box  |  |            |
| Actions 0 Archive<br>Sort By: Newest   | View Event Hire: Jackie Chan - Organizational Training and Development (Temporary)<br>(Charles Matteis (Inherited)) 🚥  | 🕮 🖶 🏹      |
| Francisch Disys<br>ire: Jackie Chan - Organizational Training and<br>evelopment (Temporary) (Charles Mattele (Inherited))<br>minute(s) spp - In Progress: Multiple Parties<br>osting Allocation for Hire: Jackie Chan - Organizational<br>aning and Development (Temporary) (Charles Mattele | 8 minute(s) ago - In Progress: Multiple Parties For Organizational Training and Development (Temporary) (Charles Mattels (Inherited)) Overall Process Hie: Jackle Chan - Organizational Training and Development (Temporary) (Charles Mattels (Inherited)) Overall Status In Progress Due Due 01/24/2017 |            |
| nherited))<br>minute(s) ago - In Progress<br>ssign Organizations: Hire: Jackie Chan - Organizational<br>raining and Development (Temporary) (Charles Matteis   | Calendars In Use Consecutive Days (No Calendars Selected) Details Process  |            |
| nherited)) minute(s) ago - In Progress ropose Compensation Hire; Jackie Chan - rganizational Training and Development (Temporary) Datrete Matteis (Inherited))   | Pre-Hire Jackie Chan Organization Organizational Training and Development (Temporary) (Charles Matteis (Inherited)) Hire Date 01/16/2017 Descent Discretioners New Hire  |            |
| ersonal Information Change: Jackie Chan<br>minute(s) ago - In Progress   | Job Details  |            |
| Change: Jackie Chan<br>minute(s) ago - In Progress   | Employee Type Fixed Term - Temporary (Fixed Term) Job Profile Temporary Professional Starff  |            |
| me Off Correction: Lorin Mask<br>i day(s) ago - Successfully Completed   | Time Type Part time<br>Location <sup>O</sup> Main Campus<br>Pay Rate Type Hourty   |            |
|  | Additional Information   |            |
| +  | Cancel Action Movie Star   |            |

#### Note:

Some business processes have many "sub-processes." Always use the main process to view accurate status. For example: Choose "Hire" process instead of the sub-processes: assign costing allocations, propose compensation, assign organizations, etc.





#### Method 2



For active employees:

- From your home page, ٠ type in the employee's name in the search bar
- Click on the name •





Click on "Processes" under the "Category" filter on the left of your page

A kanye west

Search for the • business process you want to review

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|---|--|
| Search Results  |  |
| Categories<br>Common<br>Assets<br>Organizations<br>Payroll<br>People<br>Processes<br>Procurement<br>Projects<br>Reporting<br>Security<br>Staffing<br>Time Off and Leave<br>All of Workday | Search Results 9 items         Processes         Assign Organizations: Kanye West       Assign Organization         Assign Pay Group for Hire: Kanye West       Assign Pay Group Event         Check Budget (Staffing) for Hire       Check Position Budget Event         Costing Allocation for Hire: Kanye West - Organizational Training and Development (Temporary) (Charles<br>Matteis (Inherited))         Costing Allocation Event Package         Hire: Kanye West       Hire Employee Event         ID Change: Kanye West       Government Identifier Event         Period Activity Pay: Kanye West - P1005418 Adjunct       Period Activity Assignment Event         Period Activity Pay: Kanye West - P1005418 Adjunct       Period Activity Assignment Event         Personal Information Change: Kanye West       Personal Information Change Event         Tip: ty selecting another category from the left to see other results       Personal Information Change Event |
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## STEP 3

- Click on the Twinkie (related actions button)
- Check "Overall Status"
   first
- IF—you see "Successfully Completed" you are done
- IF you see "In Progress" continue to STEP 4.

| ID Change: Kanye West   | Actions  | Event Hire  |   |                            |
|---|--|---|---|----------------------------|
| Period Activity Pay: Ka<br>Period Activity Pay: Ka<br>Period Activity Pay: Ka   | Business Process ><br>Favorite >                   | Subject (<br>Overall Status S<br>Initiated On (<br>Due Date (<br>Effective Date ( | rganizational Training and Development (Temporary) (Ch<br>uccessfully Completed<br>1/17/2017 11:45:37 AM<br>1/24/2017 | arles Matteis (inherited)) |
|   |  |   |   |                            |
|   |  |   |   |                            |
| eck Budget (Steffing) for Hire<br>sting Allocation for Hire: Kanye<br>tteis (Inherited))  | Check Position Budget f                            | Actions<br>Business Process >   | Event Period Activity Pay<br>Adjunct  | : Kanye West - P1005       |
| eck Budget (Steffing) for Hire<br>sting Allocation for Hine: Kanye<br>tteis (Inherited))<br>ting Allocation Event Package<br>e: Kanye West Hire Employe | Check Position Budget f<br>West - Organizational T | Actions<br>Business Process ><br>Favorite >                                       | Event Period Activity Pay<br>Adjunct<br>Subject P1005418 Adjunct - Kanye V<br>Overall Status In Progress              | : Kanye West - P1005       |

### STEP 4

- Move your mouse to "Business Process"
- Click "Full Process Record"

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|  |  |           |
| Categories<br>Common<br>Assets<br>Orgenizations<br>Payroll<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes<br>Processes | Surch Results % terms         Process         Sign Organizations: Kanye West & Karja Organization         Sign Pay Group for Hire: Kanye West & Lagin Organization         Organization for Hire: Kanye West & Organization         Organization for Hire: Kanye West & Organization         Organization for Hire: Kanye West - Organization         Organization | 00        |

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- Click on the "Process" tab
- The last row will have the "Awaiting Action" information
- **Click** on Twinkie next to the person's name to get phone or email information
- Click on "Remaining Process" to view more information

| Q kanye west                    |                                       | workday.         |                              |                                |   |  | Lorin Mask |
|---------------------------------|---------------------------------------|------------------|------------------------------|--------------------------------|---|--|------------|
| II Process Record               | Period Activity Pay: Kanye West - P1  | 005418 Adjunct 🛛 |                              |                                |   |  | ×11        |
| Event Period Activity           | Pay                                   |                  |                              |                                |   |  |            |
| for P1005418 Adj                | unct - Kanye West                     |                  |                              |                                |   |  |            |
| Overall Process Period Activity | Pay: Kanye West - P1005418 Adjunct    |                  |                              |                                |   |  |            |
| Overall Status In Progress      |                                       |                  |                              |                                |   |  |            |
| Calendars In Use Consecutive E  | lays (No Calendars Selected)          |                  |                              |                                |   |  |            |
| Details Process                 |                                       |                  |                              |                                |   |  |            |
| Process History 3 items         |                                       |                  |                              |                                |   |  | <b>1 7</b> |
| Process                         | Step                                  | Status           | Complet                      | ed On                          | Due Date                                  | Person                                   | Comment    |
| Period Activity Pay             | Period Activity Pay                   | Step Completed   | 01/17/2017 12:00             | 07 PM                          |   | Lorin Mask                               |            |
| Period Activity Pay             | Review Period Activity Pay Assignment | Approved         | 01/17/2017 12:09             | 47 PM                          | 01/18/2017                                | Brittany Gannon (HR Analyst)             |            |
| Period Activity Pay             | Approval by Manager                   | Awaiting Action  |                              |                                | 01/18/2017                                | Charles Matteis (Manager) 🚥              |            |
| Remaining Process               | remaining process details.            | Г                |                              |                                | <b>6</b> 1 4                              | a lorn Meet                              |            |
|                                 |                                       |                  | worker Charles N             | latters                        | Bh 2                                      |  |            |
|                                 |                                       |                  | View Team                    | Contact                        |   |  |            |
|                                 |                                       |                  |                              | Phone 📞                        | +1 (973) 655-6856 (Landline               |  |            |
|                                 |                                       |                  |                              | Email 🔤                        | matteiso@mail.montclair.ed                | u la |            |
|                                 |                                       |                  |                              | Work Addr                      | ess                                       |  |            |
|                                 |                                       |                  |                              | ♀ 150 Clove I<br>United States | load Little Falls, NJ 07424<br>of America |  | -          |
|                                 |                                       |                  |                              |                                |   |  |            |
|                                 |                                       |                  | 🕑 Job                        |                                |   | rson Comment                             |            |
|                                 |                                       |                  | Organization Compliance      | (Junea Williams-Edm.           | nd)                                       | Yat)                                     |            |
|                                 |                                       |                  | Business Title Director of 0 | rganizational Develop          | ment and Training                         | Y) 🚥                                     |            |