Using the Workflow Inquiry to Review eProfile Changes

Core-

The **Workflow Inquiry** page allows approvers to search for transactions of employees assigned to them. An **Empl ID** or **Transaction Name** is required. The **Optional Search Fields** enable a more narrow search functionality.

Standard business procedure is to utilize the worklist page to approve transactions. Workflow Inquiry

Required Search Fields		
Employee ID or Transaction Name is required.		
Empl ID:	٩	
Transaction Name:	×	
- Optional Search Fields		
Date:		
Narrow your search results by choosing on	e or more of the following statuses:	
Error with Processing	Warnings Encountered	
In Approval Process		
Administrator Action Required Denied/Cancelled		
Search Clear All		

Procedure

Main Menu > Workforce Administration > Self Service Transactions > Workflow Inquiry

Jov State of Connecticut		Home \	Workist	Add to My Links	<u>Sign out</u>
Favorites Main Menu				_	
My HR Core-CT Help			<u>My Links</u>	Select One:	~
Personal Information Personal Information Personal Information Personal Information Personal Information Summary Personal Information Commary Personal Information Person	Payroll Review Current and prior paychecks. University of the second se	Core.CT News EPM News • EPM Upar More Finance News • Yaar End/ More • Test of the News • HCN 9.1L More • Test of the News • Yaw Al Article No Reports To	s ade to 9.11 Activities Cale Jograde is nor s and Sections Display Report Manad	ndar w Live!	

Step	Action
1.	Click Main Menu. Main Menu



Step	Action
2.	Click the Workforce Administration menu.
	Workforce Administration
3.	Click the Self Service Transactions menu.
	Self Service Transactions
4.	Click the Workflow Inquiry menu.
	Workflow Inquiry
5.	The Workflow Inquiry page allows approvers to search for transactions of
	employees assigned to them. An Empl ID or Transaction Name is required.
	The Optional Search Fields enable a more narrow search functionality.
	Standard business procedure is to utilize the worklist page to approve transactions.

Cov State of Connecticut	Home	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu > Workforce Administration > Self Service Transactions > Workflow Inquiry	_			
Tây HR Core-CT Help		<u>My I</u>	Links Select One:	~
Workflow Inquiry ❤ Required Search Fields	문 []] New Window	Help	📝 Customize Page	📰 http
Employee ID or Transaction Name is required.				
Transaction Name:				
Optional Search Fields Date: Narrow your search results by choosing one or more of the following statuses:				
Error with Processing Warnings Encountered In Approval Process Administrator Action Required Denied/Cancelled				
Search Clear All				
T Notity				

Step	Action
6.	Click the Transaction Name list.
	~
7.	Click the Address Change list item.
	Address Change
8.	Click the Search button.
	Search
9.	The search results in the Details group box display information related to the
	transaction.
	Clicking the Go to Personal Data link opens a separate window that displays the
	Personal Information page for the employee.
	Clicking the Undate Status link opens the Administrator Actions page where
	approvers can select an action. However, standard business procedure is to utilize
	the worklist page to approve transactions.
10.	
	End of Procedure.