Using the Worklist to Approve eProfile Changes

The **Worklist** displays a list of items awaiting an approver's action. The **Worklist** includes all items for which the approver has authority to approve, as well other items that may require activity.

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

From: Identifies who performed the action on the worklist item.

Date From: Identifies the date on which the action was completed.

Work Item: Identifies the workflow process by which the item is being routed.

Worked by Activity: Identifies the workflow process with which this item is associated.

Priority: Can be selected by the approver as a way to prioritize items on the worklist.

Link: Clicking the link will direct the approver to the appropriate Approval page.

Marked Worked button: Is not used for eProfile actions.
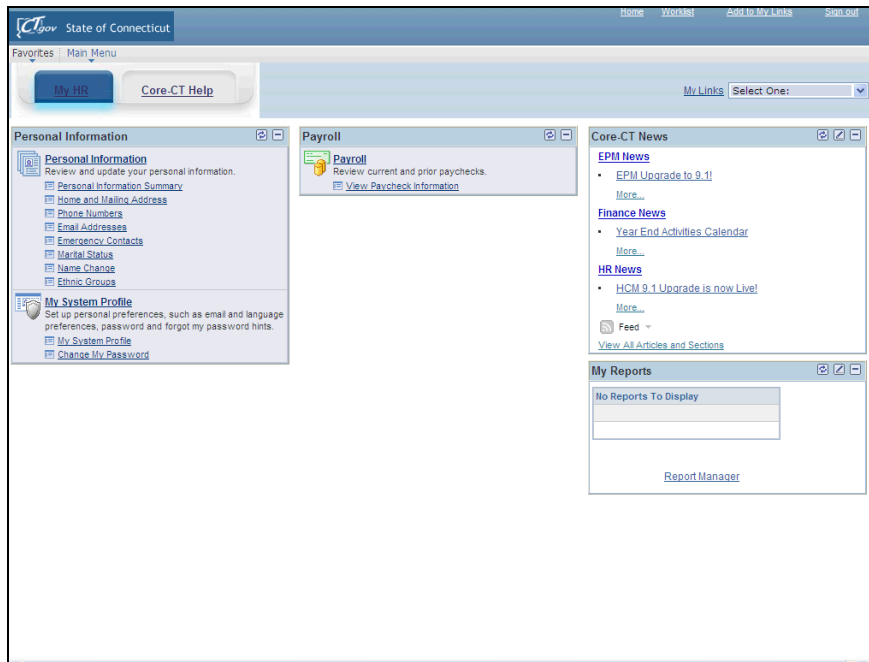**Reassign button**: Is not used.

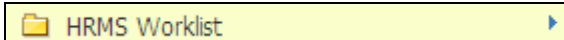**Work List Filters**: Allows approvers to filter the worklist and display items by the Work Item type selected.
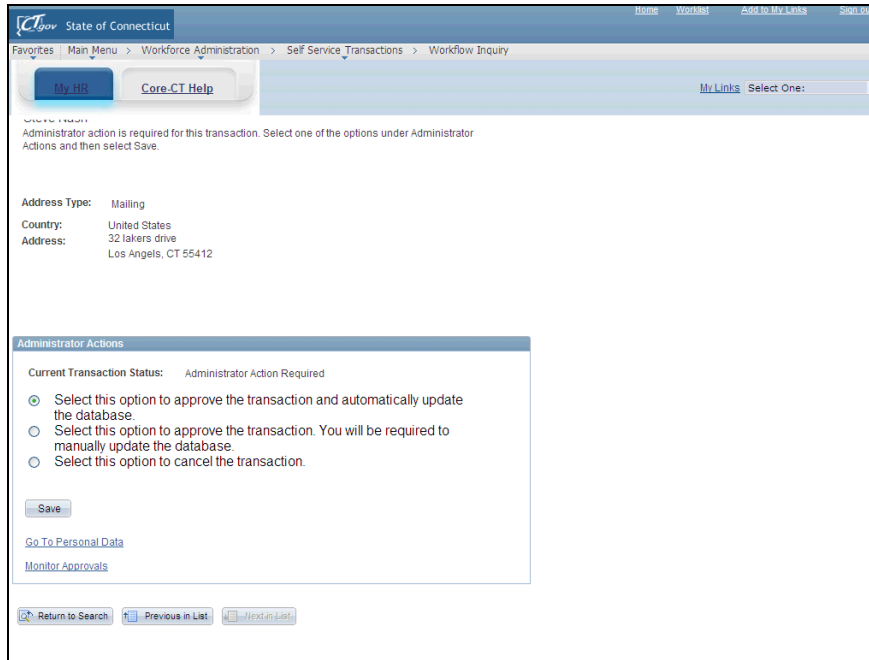
Worklist Example

Procedure

Main Menu > HRMS Worklist > Worklist
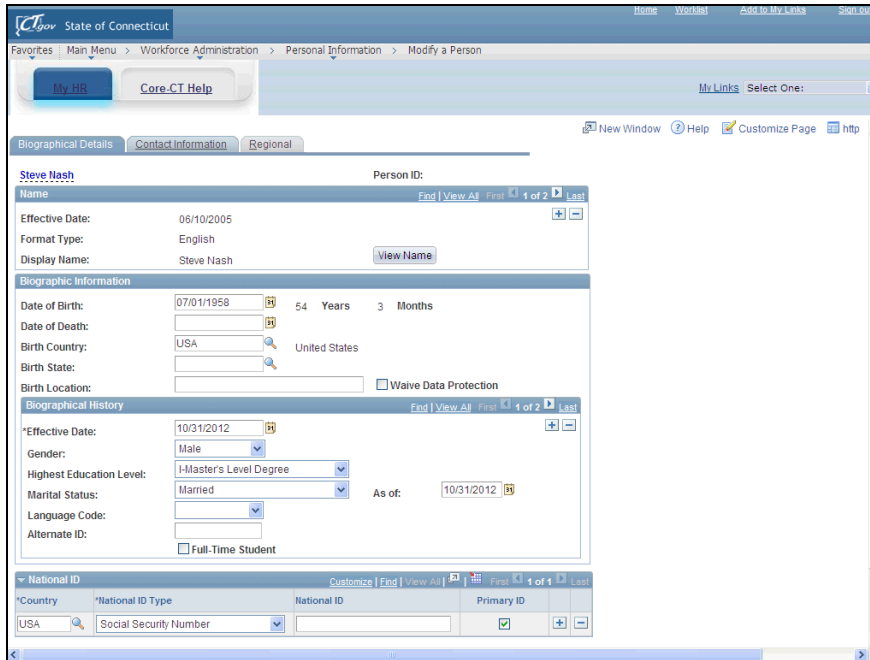
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **HRMS Worklist** menu. 📁 HRMS Worklist ▶
3.	Click the **Worklist** menu. 📄 Worklist

Step	Action
4.	This page displays the assigned approver's worklist. Click the **Steve Nash** link. 007526, 2012-10-09, 1, Steve Nash, MAIL
5.	**Administrator (Approver) Actions** **Select this option to approve the transaction and automatically update the database.** This action is used after the approver has validated the documentation submitted against the data in the Core-CT request. **Select this option to approve the transaction. You will be required to manually update the database.** This action is used after the approver has reviewed the documents submitted for the change request and the documents differ from the original request. The approver will update the appropriate Core-CT page on behalf of the employee. **Select this option to cancel the transaction.** This action is used when documentation to validate the request has not been received in a timely manner. This action is also used if another more recent request has been submitted.

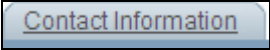| Step	Action
6.	Click the **Go To Personal Data** link to review current address information in a separate window.
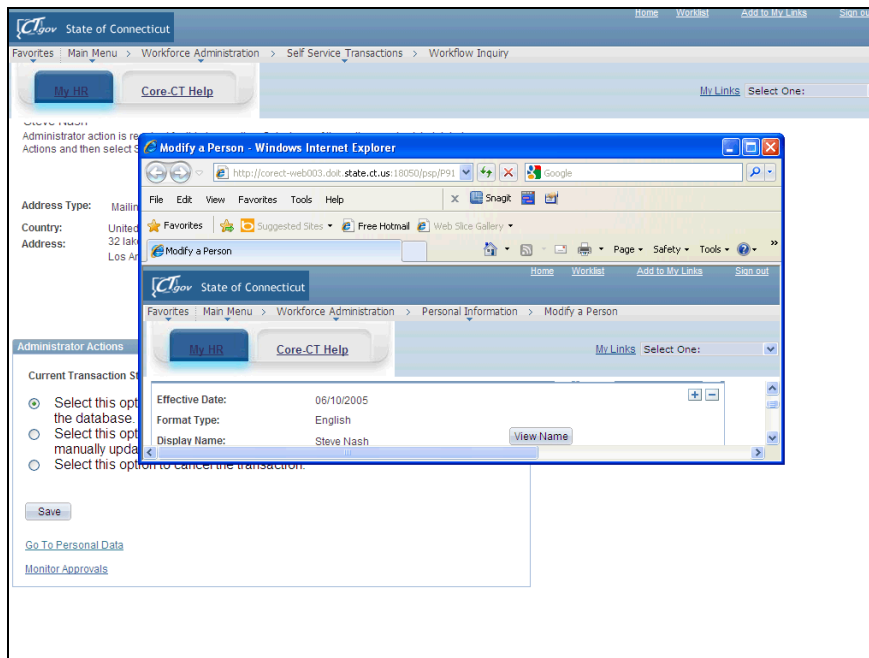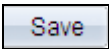
Step	Action
7.	Click the **Maximize/Restore** button.

Step	Action
8.	Click the **Contact Information** tab to review current address information.
9.	The **Contact information** page displays the most current row of information based on the **As Of Date**. Address history for an address type can be reviewed by clicking the **View Address Details** link. Use the information from this page to compare to the request. Use the **Close Window** button to close this window after finishing reviewing information. (This step is not shown in this simulation.)
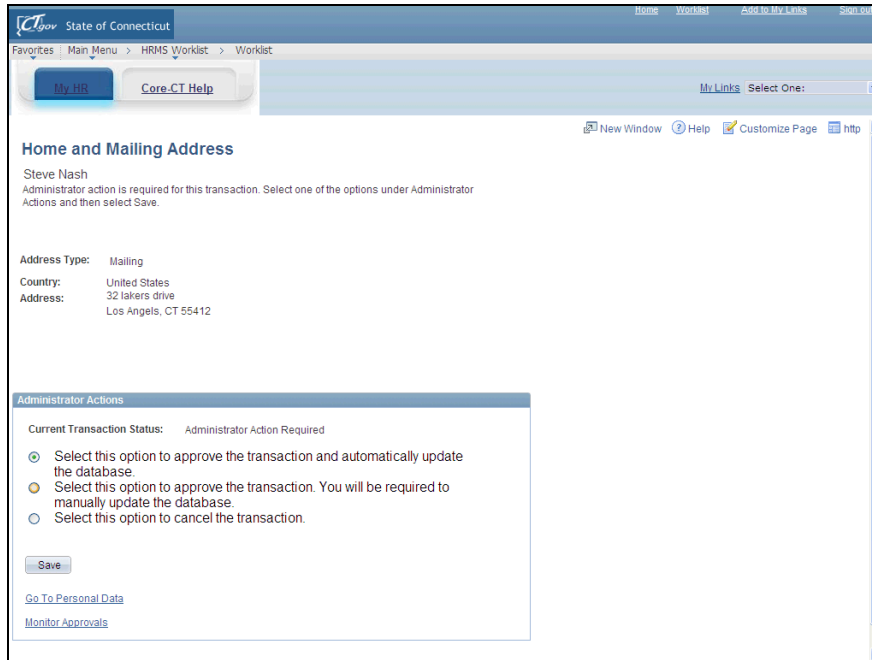
Step	Action
10.	The original window with the **Home and Mailing Address** page displays. Click the **Select this option to approve the transaction and automatically update the database** option.
11.	Click the **Save** button.
12.	The selected action has been completed successfully.
13.	**End of Procedure.**