



STATEWIDE PERSONNEL
— S Y S T E M —

Change Job – Transfer

November 2014



Table of Contents

Change Job – Transfer	3
Review Transfer Initiated by JobAps	5
Initiate a Transfer in Workday	8
Assign Roles to Another Worker	17
Assign Pay Group	19
Manage Business Processes for Worker	21
Check the Status of a Business Process	23

Change Job – Transfer

Business Process Overview

The Change Job process is used to transfer employees from one supervisory organization to another within or outside of an Agency. Transfers can be initiated in two ways:

- From a recruitment in JobAps or
- In Workday by an HR Coordinator, for Reassignments and transfers to Independent Agencies.

For transfers initiated from JobAps, the hiring agency will initiate the worker transfer.

For a Reassignment, a position must be “available to fill” in the supervisory organization (i.e., someone must be vacating the position or it must be otherwise unfilled) that the employee is being transferred into.

The steps in the Change Job – Transfer business process are listed in the table below. It includes the process steps, the role that performs the task and the description.

Step	Process Steps	Role	Description
1	Initiate Transfer in JobAps via the Hire Details Page*	Recruiter (Proposed Agency)	Complete the Hire Details Page, including: <ul style="list-style-type: none"> - Action = Transfer - Enter the W# for the worker being transferred - Start Date = the effective date of the transfer - Position = the Workday Position number the worker is being transferred into
2a	Initiate Change Job – Transfer in Workday*	HR Coordinator (Current or Proposed Agency)	Enter job change data in Workday, including : <ul style="list-style-type: none"> - new manager and supervisory organization - reason (see Events and Reasons section) - new position - other job details, as needed. <p>NOTE: If the HR Coordinator in the “Current” Agency initiates the transfer, only the new manager, related sup org and the reason can be entered.</p>
2b	Review JobAps Data*	HR Coordinator (Proposed Agency)	Review job change data from JobAps, including: <ul style="list-style-type: none"> - new manager and supervisory organization - reason (see Events and Reasons section) - new position - other job details, as needed.
3	Agency Job Change Approvals*	HR Partner (Proposed Agency)	Agency HR Director approval of the transfer.
		Appointing Authority (Proposed Agency)	Agency Appointing Authority approval of transfer.
4	Role Assignment To Dos*	HR Coordinator (Current Agency)	Determine if the worker has roles that need to be reassigned. Assign roles to another worker, if applicable.
		HR Coordinator (Current Agency)	Review user-based security assignments, if applicable.
5	Assign Pay Group*	HR Coordinator (Proposed Agency)	Assign pay group for job change. NOTE: If the employee has multiple jobs, assign pay group for position change.
6	Manage Business Processes for Worker*	HR Coordinator (Current Agency)	If employee has pending tasks assigned, assign tasks to another worker.



NOTE:

Some tasks (marked with asterisk {*}) in the Change Job process are not always required due to the reason selected for the job change or other conditions.

Events and Reasons

You will to select one of the following reasons when initiating a job change on a worker:

Event	Reason	Description
Transfer	Transfer – Independent Agency	Transfer an employee to a Non SPMS Agency in Workday.
	Transfer – Intra Agency	Transfer an employee to a supervisory organization within the same Agency in Workday.
	Transfer – Other Agency	Transfer an employee to another SPMS Agency in Workday.
	Transfer – Reassignment in Same Agency	Transfer an employee reassignment to another position and supervisory organization within the same Agency in Workday.
	Transfer – JobAps-Indep Agency*	Initiate an employee transfer to a Non-SPMS Agency through JobAps.
	Transfer – JobAps-Intra Agency*	Initiate an employee transfer to a supervisory organization within the same Agency through JobAps.
	Transfer – JobAps-Other Agency*	Initiate an employee transfer to another SPMS Agency through JobAps.

NOTE: Reasons marked with an asterisk (*) indicate that a transfer was submitted as a result of a JobAps recruitment. Reasons associated with these transactions will be selected automatically when the Change Job process is initiated by JobAps and will not be selected manually.

Before you begin...

You will need the following information to complete the Change Job process:

- Supervisory Organization
- Employee's name or employee ID
- Proposed manager and related Supervisory Organization (if being moved to a different team)
- Effective Date of Transfer
- Position ID/Name
- Job Profile
- Employee's Job Title



HINT: Use the SPMS View All Positions Report to identify positions, and corresponding manager, supervisory org, FTE %, and other details to assist with the job change.

Review Transfer Initiated by JobAps (Completed by Proposed HR Coordinator)

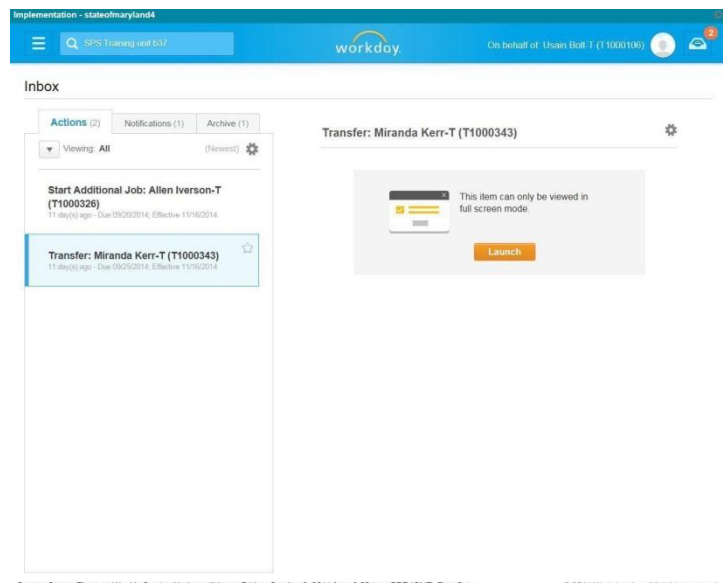
When a transfer occurs as a result of recruitment in JobAps, the HR Coordinator from the receiving Agency will have a required action in their Inbox to review and approve job change data. After the approval and submission, all other steps in the Change Job business process will follow.

The procedure to review transfer from JobAps follows. If you need to complete a transfer that is not recruited in JobAps use the “Initiate a Transfer in Workday” procedure in this guide.

Procedure:

1. Click the **Inbox**.  icon.
2. Click the View Inbox  hyperlink.

Inbox

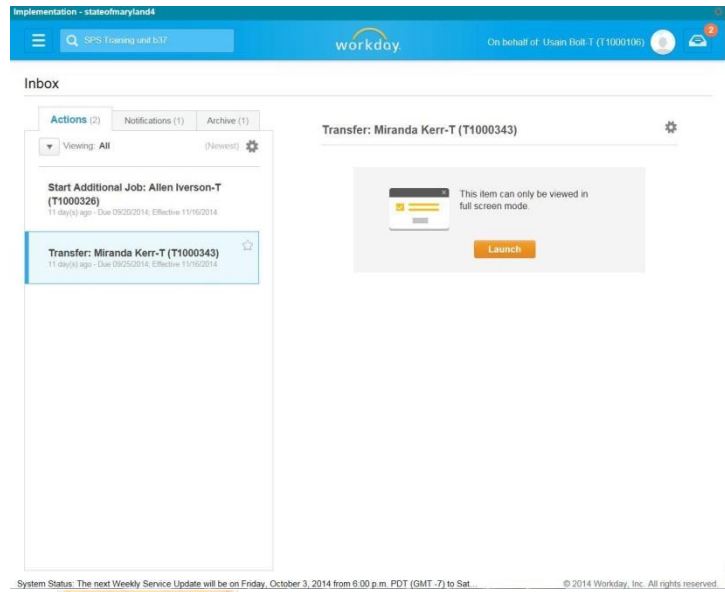




3. Click the “Transfer” task in your inbox (e.g., “Transfer: Jane Doe (W1234567)”).



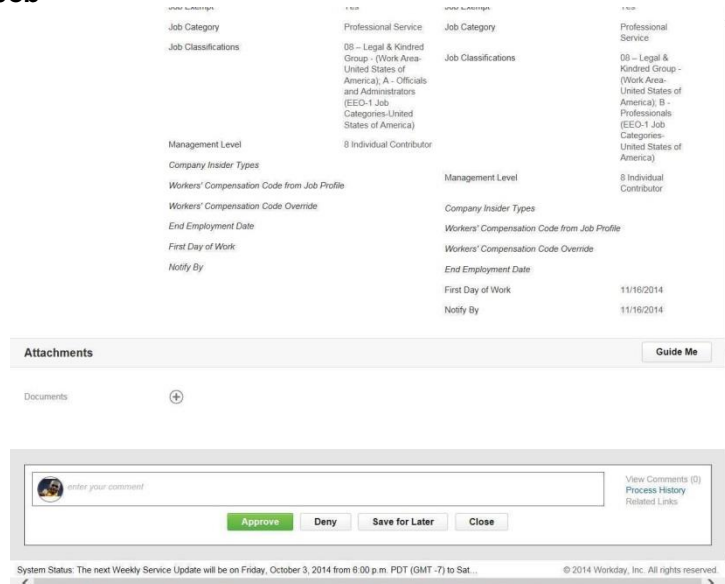
Tip: The employee’s name that you are performing the job change on displays in the task name.

Inbox



4. Click the **Launch**  hyperlink.
5. Review the current and proposed information for the employee (i.e., for the transfer, promotion, or voluntary demotion).
6. Click the Add a New Row  icon to add an attachment, if applicable.
 - Select the appropriate **Document Category**.
 - Click the **Attach** button, browse and select document to attach.

Review Change Job



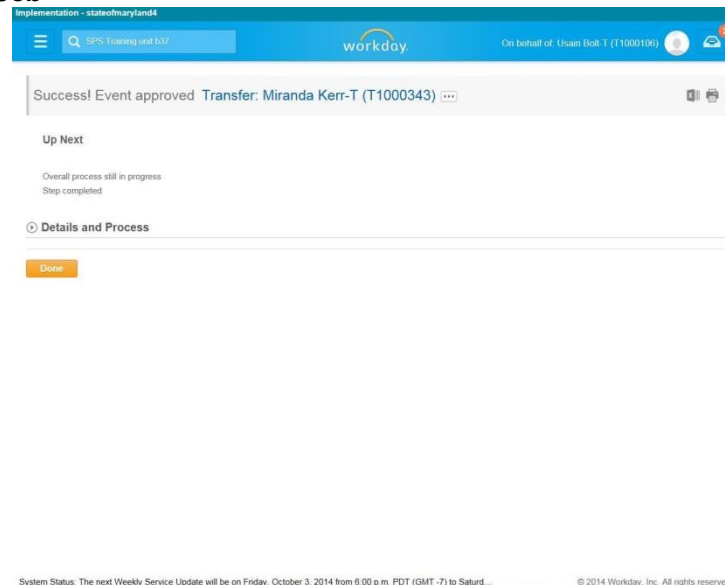
7. Click the **Approve**  button.



Tip: If you do not want to approve the request at this point, you can also click one of the following buttons:

- Click **Deny** to reject the job change initiated from JobAps.
- Click **Save for Later** to save your changes but not submit.
- Click **Close** to return to your inbox and review the transaction at a later time.

Review Change Job




8. Take note of the next step.



Tip: After completing a task in the business process, you can view the next step.

- Click the drop-down arrow next to **Details** and **Process** to expand the section
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view and take action on other tasks in the process.

9. Click the Done  button. You will retrieve the next task from your inbox.

Initiate a Transfer in Workday

To start a transfer in Workday that was not initiated in JobAps, follow the procedure below.

NOTE: If the HR Coordinator in the “Current” Agency initiates the transfer, only the new manager, related sup org, and the reason can be entered. This action is considered a “Request for a Transfer” in Workday. The process will route to the next person as listed in the Business Process Overview section of this guide.

Procedure:

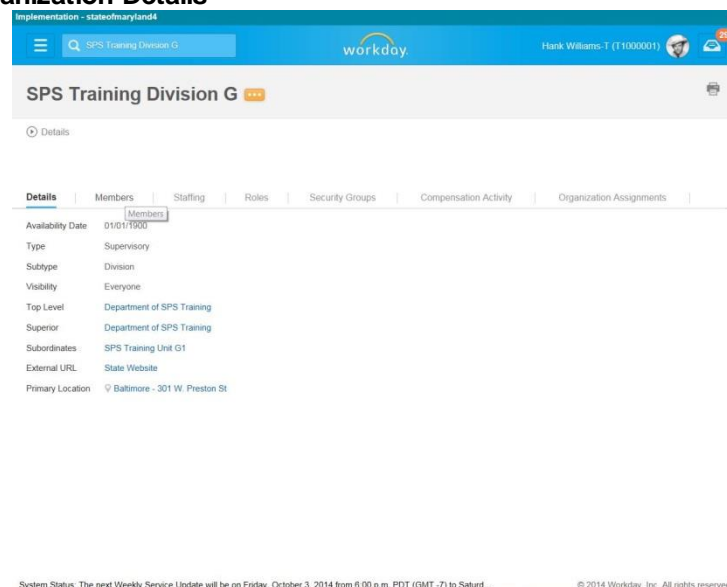
1. Type the Supervisory Organization name in the Search field.



Tip: If you know the employee’s name or employee ID for which you are processing a job change, you can search using these values.

2. Click the **Search**  icon.
3. Click the Supervisory Organization hyperlink.

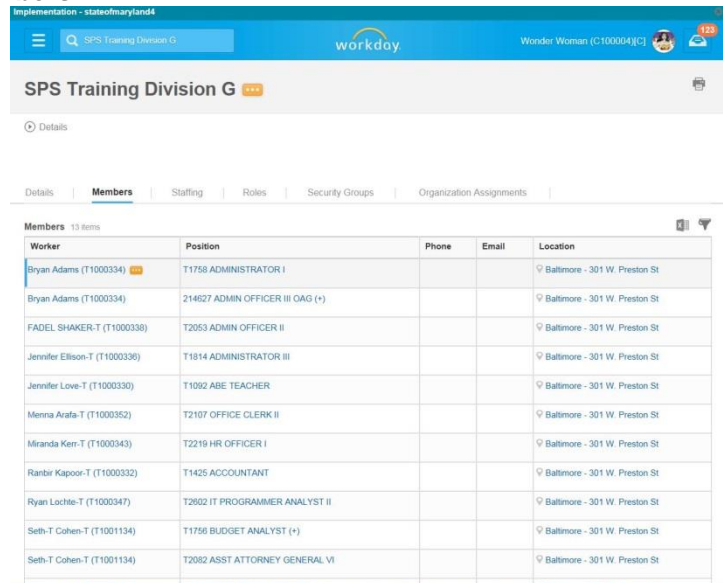
Supervisory Organization Details



The screenshot shows the Workday interface for the Supervisory Organization Details of "SPS Training Division G". The page includes a search bar at the top with the text "SPS Training Division G". Below the search bar, there is a "Details" link. The main content area displays various attributes of the organization, including Availability Date, Type, Subtype, Visibility, Top Level, Superior, Subordinates, External URL, and Primary Location. The "Members" tab is selected, showing a list of members. The footer contains system status information and copyright details.

4. Click the **Members**  tab button.

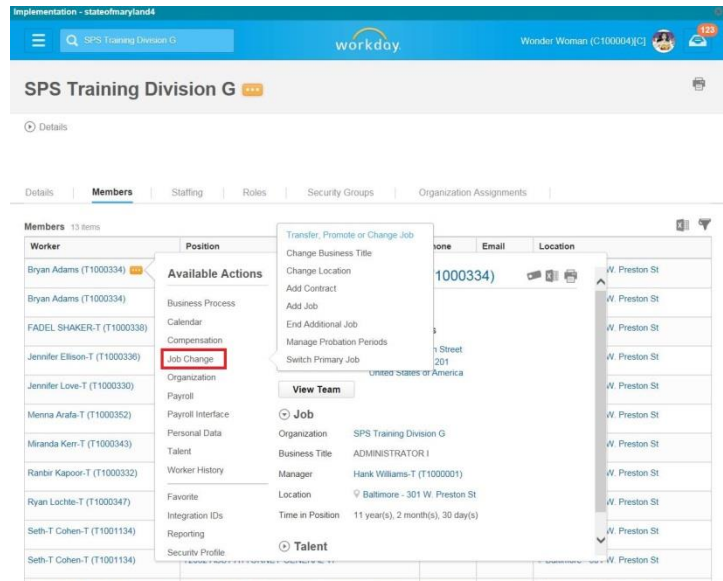
Organization Members



Worker	Position	Phone	Email	Location
Bryan Adams (T1000334)	T1758 ADMINISTRATOR I			Baltimore - 301 W. Preston St
Bryan Adams (T1000334)	214627 ADMIN OFFICER III OAG (+)			Baltimore - 301 W. Preston St
FADEL SHAKER-T (T1000338)	T2053 ADMIN OFFICER II			Baltimore - 301 W. Preston St
Jennifer Ellison-T (T1000336)	T1914 ADMINISTRATOR III			Baltimore - 301 W. Preston St
Jennifer Love-T (T1000330)	T1092 ABE TEACHER			Baltimore - 301 W. Preston St
Monna Arafat-T (T1000352)	T2107 OFFICE CLERK II			Baltimore - 301 W. Preston St
Miranda Kern-T (T1000343)	T2219 HR OFFICER I			Baltimore - 301 W. Preston St
Ranbir Kapoor-T (T1000332)	T1425 ACCOUNTANT			Baltimore - 301 W. Preston St
Ryan Lochte-T (T1000347)	T2602 IT PROGRAMMER ANALYST II			Baltimore - 301 W. Preston St
Seth-T Cohen-T (T1001134)	T1756 BUDGET ANALYST (+)			Baltimore - 301 W. Preston St
Seth-T Cohen-T (T1001134)	T2082 ASST ATTORNEY GENERAL VI			Baltimore - 301 W. Preston St

- Identify the employee you want, then click the Related Actions and Preview icon next to the employee's name.

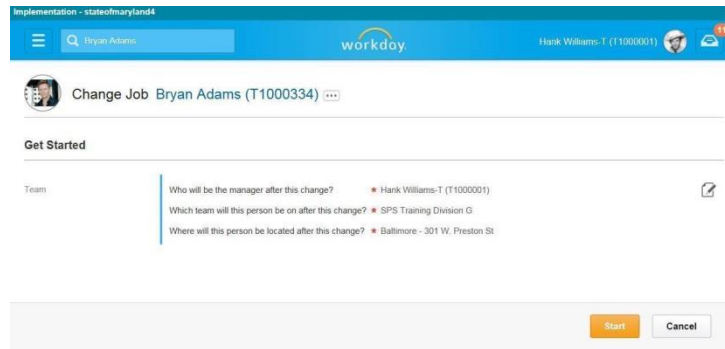
Organization Members




Worker	Position	Phone	Email	Location
Bryan Adams (T1000334)	T1758 ADMINISTRATOR I			Baltimore - 301 W. Preston St
Bryan Adams (T1000334)	214627 ADMIN OFFICER III OAG (+)			Baltimore - 301 W. Preston St
FADEL SHAKER-T (T1000338)	T2053 ADMIN OFFICER II			Baltimore - 301 W. Preston St
Jennifer Ellison-T (T1000336)	T1914 ADMINISTRATOR III			Baltimore - 301 W. Preston St
Jennifer Love-T (T1000330)	T1092 ABE TEACHER			Baltimore - 301 W. Preston St
Monna Arafat-T (T1000352)	T2107 OFFICE CLERK II			Baltimore - 301 W. Preston St
Miranda Kern-T (T1000343)	T2219 HR OFFICER I			Baltimore - 301 W. Preston St
Ranbir Kapoor-T (T1000332)	T1425 ACCOUNTANT			Baltimore - 301 W. Preston St
Ryan Lochte-T (T1000347)	T2602 IT PROGRAMMER ANALYST II			Baltimore - 301 W. Preston St
Seth-T Cohen-T (T1001134)	T1756 BUDGET ANALYST (+)			Baltimore - 301 W. Preston St
Seth-T Cohen-T (T1001134)	T2082 ASST ATTORNEY GENERAL VI			Baltimore - 301 W. Preston St

- In the menu, hover over Job Change and then, click Transfer, Promote or Change Job.

Change Job



System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur ... © 2014 Workday, Inc. All rights reserved.

7. Click the Edit  icon to update the following fields on the **Start** page:

- Who will be the manager after this change? (Enter new manager's name.)
- Which team will this person be on after this change? (Use the Prompt to Review/Enter Supervisory Org.)
- Where will this person be located after this change? (Review/Enter Primary Job location or Supervisory Org)

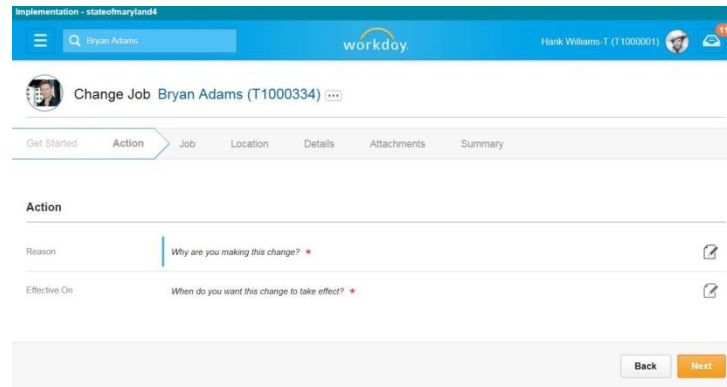


Information: The Supervisory Org and Location default from the manager selected. If the manager supervises more than one team, you will need to select the appropriate Supervisory Org.





8. Click the **Start** button.

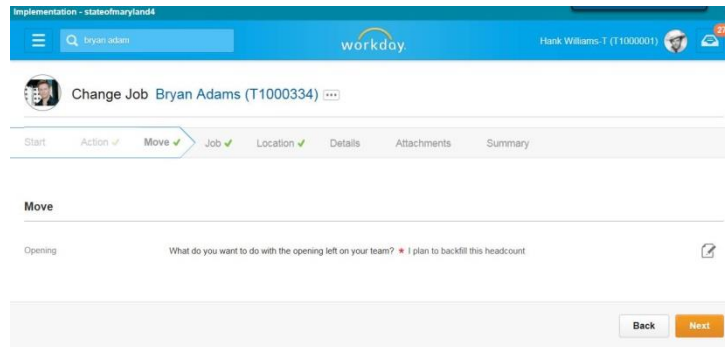
Change Job



System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.

9. Click the Edit  icon to update the following fields on the **Action** page:
 - Why are you making this change? (Enter one of the event reasons below.)
 - Transfer – Independent Agency (to a Non-SPMS agency)
 - Transfer – Intra Agency (to a sup org within the same Agency)
 - Transfer – Other (to another SPMS Agency)
 - Transfer – Reassignment in the Same Agency (reassignment to another position within the same Agency)
 - When do you want this change to take effect? (Enter the effective date, e.g., pay date)
10. Click the Next  button.

Change Job



System Status: The next Weekly Service Update will be on Friday, October 3, 2014 from 6:00 p.m. PDT (GMT -7) to Saturd... © 2014 Workday, Inc. All rights reserved.

11. Click the Edit  icon to review/update the following field on the **Move** page:

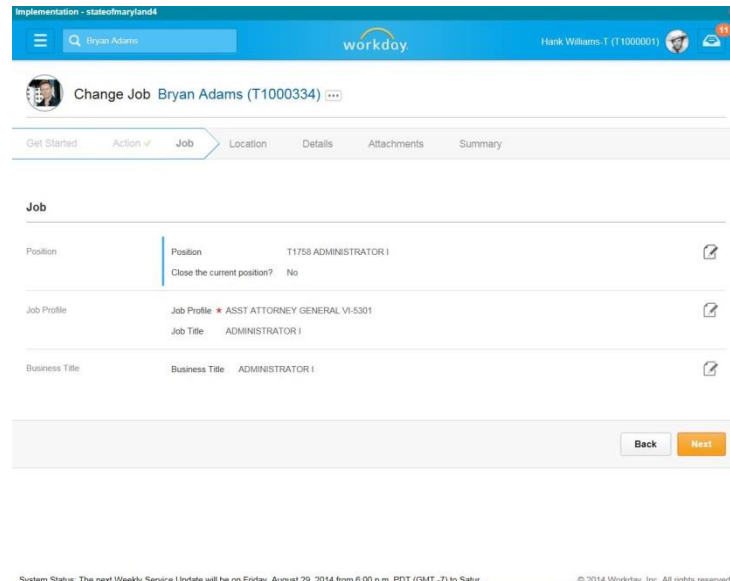
- What do you want to do with the opening left on your team?



Information: ALWAYS select "I plan to backfill this headcount" if you want the position that the employee is leaving to remain open.

12. Click the Next  button.

Change Job



Implementation - stateofmaryland4

workday

Hank Williams: T (T1000001)

Change Job Bryan Adams (T1000334)

Get Started Action ✓ Job Location Details Attachments Summary

Job


Position Position T1758 ADMINISTRATOR I
Close the current position? No

Job Profile Job Profile ASST ATTORNEY GENERAL VI-5301
Job Title ADMINISTRATOR I

Business Title Business Title ADMINISTRATOR I

Back Next

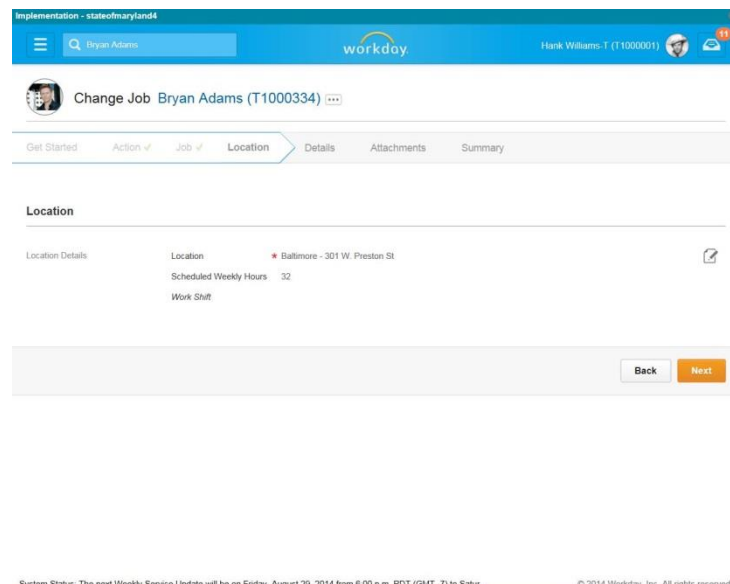
System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.

13. Click the Edit  icon to update the following fields on the **Job** page:

- **Position** (Use the Prompt to select the position in which the employee is moving)
- **Job Profile** (do not change; defaults from position)
- **Job Title** (do not change; default from position)
- **Business Title** (Working Title; change, if desired.)

14. Click the **Next**  button.

Change Job



Implementation - stateofmaryland4

workday

Hank Williams: T (T1000001)

Change Job Bryan Adams (T1000334)

Get Started Action ✓ Job ✓ Location Details Attachments Summary

Location

Location Details Location Baltimore - 301 W. Preston St
Scheduled Weekly Hours 32
Work Shift

Back Next

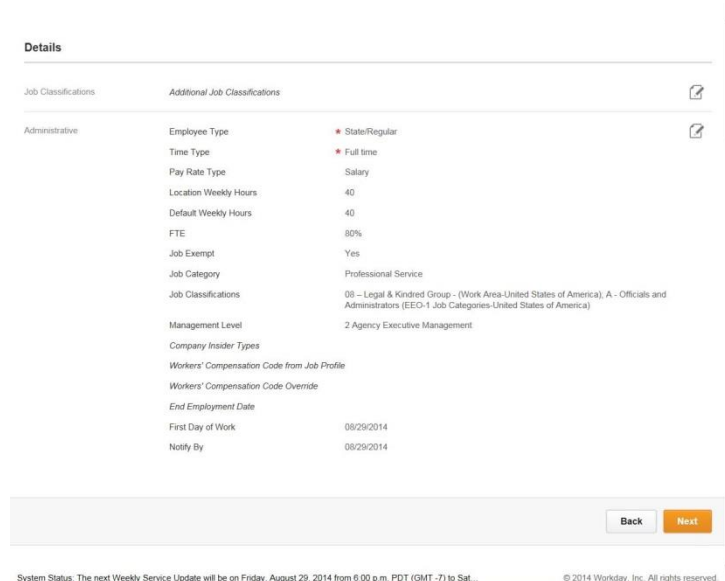
System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.

15. Click the Edit  icon to update the following fields on the Location page, if applicable:

- **Scheduled Weekly Hours** (update if making a worker FTE change)


16. Click the **Next**  button.

Change Job



Details	
Job Classifications	Additional Job Classifications
Administrative	<p>Employee Type: State/Regular</p> <p>Time Type: Full time</p> <p>Pay Rate Type: Salary</p> <p>Location Weekly Hours: 40</p> <p>Default Weekly Hours: 40</p> <p>FTE: 80%</p> <p>Job Exempt: Yes</p> <p>Job Category: Professional Service</p> <p>Job Classifications: 08 – Legal & Kindred Group – (Work Area-United States of America); A – Officials and Administrators (EEO-1 Job Categories-United States of America)</p> <p>Management Level: 2 Agency Executive Management</p> <p>Company Insider Types</p> <p>Workers' Compensation Code from Job Profile</p> <p>Workers' Compensation Code Override</p> <p>End Employment Date</p> <p>First Day of Work: 08/29/2014</p> <p>Notify By: 08/29/2014</p>

System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

17. Click the Edit  icon in the Administrative section of the **Details** page to update the following fields, if applicable:

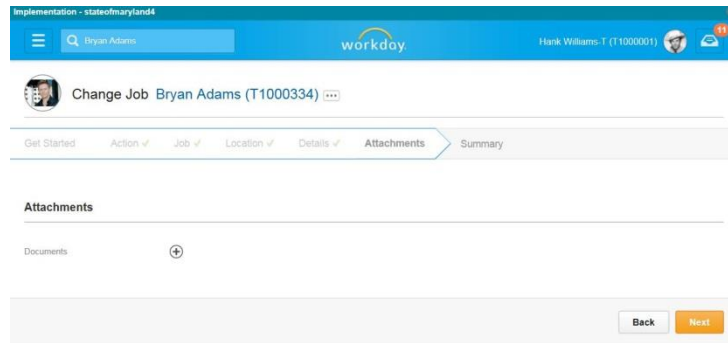
- **Time Type** (example part-time/full-time, for FTE changes; this may also default from the position selected)



Information: Do not update other fields on this page as they default from the position, job profile, or other selections.

18. Click the **Next**  button.

Change Job



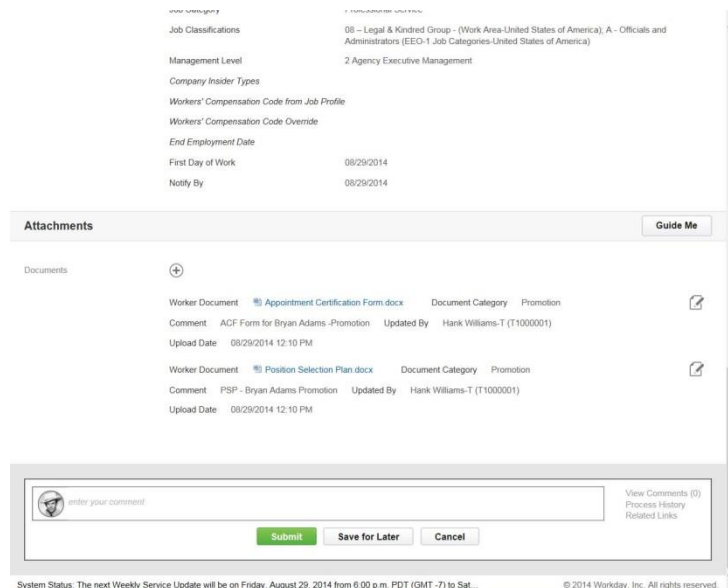
System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.

19. Click the Add a New Row  icon to add an attachment, if applicable.

- Select the appropriate **Document Category**
- Click the **Attach** button, browse and select a document to attach.

20. Click the **Next**  button.

Change Job



System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.


21. Review your entries on the Summary page. When you are done, click the Submit button.

Submit



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

22. Click the **Done**  button. You will retrieve the next task from your inbox.



Information: The transaction will route via the step identified in the Business Process Overview.

23. The System Task is Complete.

Assign Roles to Another Worker (Completed by Current HR Coordinator)

When a worker leaves a job, there may be a need to assign that worker's roles to another worker. For example, the worker leaving the position may have been acting as a HR Coordinator, HR Partner, or other HR role. If there is no one else with the same role that could perform the function(s), the role should be reassigned to another worker.

In this scenario, the HR Coordinator in the Agency that the employee is leaving receives a "To Do" to assign roles to another worker.

Do one of the following....

- If it is determined that there is a need to assign a role(s) to another worker,
 - a. Complete the **Application and Authorization for OPSB System Access SPS** security form for the worker and send it to DBM Shared Services at shared.services@maryland.gov.
 - b. "Mark" the task as completed in your inbox by clicking Submit.
- If it is determined that it is not necessary to assign a role(s) to another worker
 - a. "Mark" the task as completed in your inbox by clicking Submit.

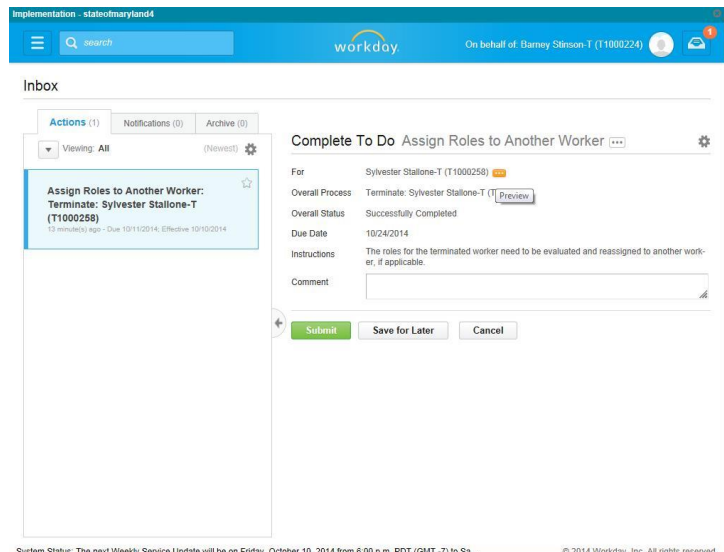
NOTE: If a worker's role is assigned to more than one person, it may not be necessary to assign roles to another worker.

The procedure to mark the "Assign Roles to Another Worker" task as completed in your inbox follows.

Procedure:

1. Click the **Inbox**  icon.
2. Click the **View Inbox** hyperlink.

Inbox



The screenshot shows the Workday user interface. At the top, there's a navigation bar with the Workday logo and user information. Below that, the 'Inbox' section is visible. A task titled 'Assign Roles to Another Worker: Terminate: Sylvester Stallone-T (T1000258)' is highlighted. The task details on the right show it's for Sylvester Stallone-T (T1000258), with an overall status of 'Successfully Completed' and a due date of 10/24/2014. The instructions state: 'The roles for the terminated worker need to be evaluated and reassigned to another worker, if applicable.' At the bottom of the task details, there are three buttons: 'Submit' (highlighted in green), 'Save for Later', and 'Cancel'.

3. Click the Submit  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

4. The System Task is complete.

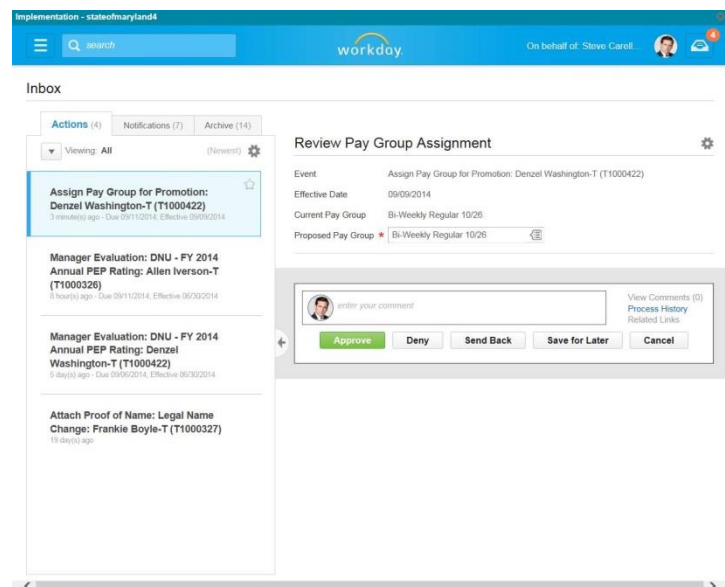
Assign Pay Group (Completed by Proposed HR Coordinator)

The Assign Pay Group task requires you to view the default pay group (i.e., Biweekly – 10/26, Biweekly – 10/21, Biweekly - Contractual, or Monthly – 30/12) and change it, if necessary.

Procedure:


1. Click on the inbox icon 
2. Click on the View Inbox  hyperlink to view the action items in the inbox.

Inbox



The screenshot shows the Workday inbox interface. The top navigation bar includes the Workday logo and the user's name, Steve Carroll. The inbox list on the left contains several items, with the first one highlighted: "Assign Pay Group for Promotion: Denzel Washington-T (T1000422)". The right pane displays the details for this task, including the event name, effective date (09/09/2014), current pay group (Bi-Weekly Regular 10/26), and proposed pay group (Bi-Weekly Regular 10/26). At the bottom of the right pane, there are buttons for "Approve", "Deny", "Send Back", "Save for Later", and "Cancel".

3. Click the appropriate task in your inbox. **HINT:** The task name includes "Assign Pay group for ..." and includes the workers name and employee ID.

4. Click on the arrow  to collapse the inbox.
5. Verify the default pay group. If needed, use the prompt to enter the Proposed Pay Group,



Information: The Proposed Pay Group is the defaulted pay group that is associated with the position. Review the pay group and modify it if necessary.

6. Click the **Approve**  button.

7. Click the **Done**  button.



Tip: After completing a task in the business process, you can view the next steps.

- Click the drop-down arrow next to **Details and Process** to expand the section
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access or complete other tasks in the process.

8. The System Task is complete.

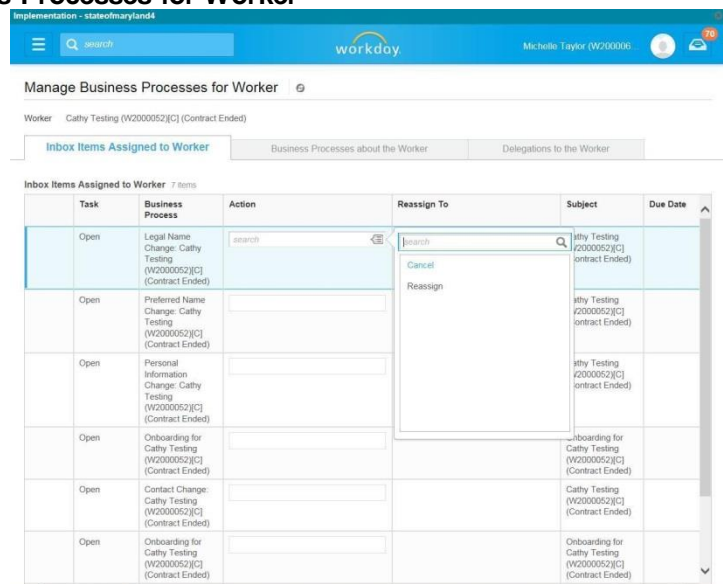
Manage Business Processes for Worker (Completed by Current HR Coordinator)

The Manage Business Processes for Worker task is used when there are pending tasks for a worker that is leaving a position. This process allows you to reassign or cancel business processes for the terminated worker.

Procedure:

1. Click the Inbox  icon.
2. Click the **View Inbox**  hyperlink.
3. Click the assigned task from you action list.
4. Click the arrow  to collapse the inbox.
5. To cancel or reassign tasks, click on the "Inbox Items Assigned to Worker" tab.

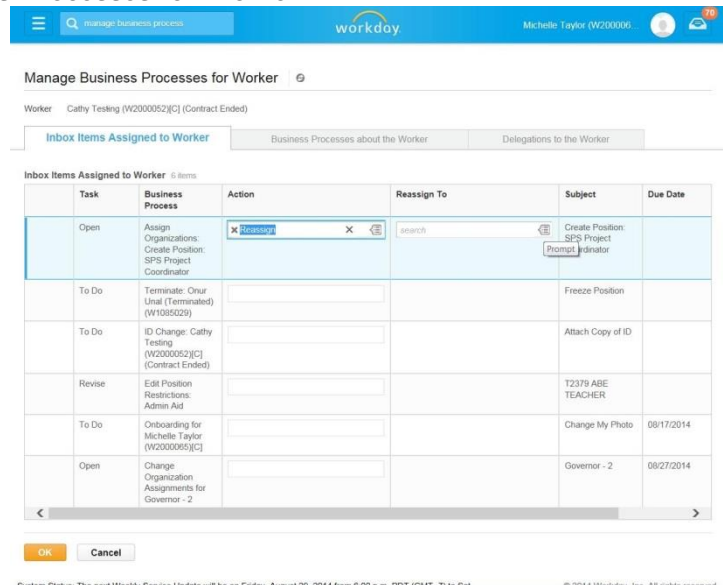
Manage Business Processes for Worker



Task	Business Process	Action	Reassign To	Subject	Due Date
Open	Legal Name Change: Cathy Testing (W2000052)(C) (Contract Ended)	search	search	sthy Testing (2000052)(C) (Contract Ended)	
Open	Preferred Name Change: Cathy Testing (W2000052)(C) (Contract Ended)			sthy Testing (2000052)(C) (Contract Ended)	
Open	Personal Information Change: Cathy Testing (W2000052)(C) (Contract Ended)			sthy Testing (2000052)(C) (Contract Ended)	
Open	Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)			Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Contract Change: Cathy Testing (W2000052)(C) (Contract Ended)			Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)			Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	

6. In the Action column, type or select the prompt to either an action (i.e.), cancel or reassign).

Manage Business Processes for Worker



Manage Business Processes for Worker

Worker: Cathy Testing (W2000052)(C) (Contract Ended)

Inbox Items Assigned to Worker | Business Processes about the Worker | Delegations to the Worker

Inbox Items Assigned to Worker: 6 items

Task	Business Process	Action	Reassign To	Subject	Due Date
Open	Assign Organizations: Create Position: SPS Project Coordinator	<input type="text" value="X"/> <input type="text" value="X"/>	<input type="text" value="search"/> <input type="text" value="Create Position: SPS Project Coordinator"/>	Create Position: SPS Project Coordinator	
To Do	Terminate: Onor Unal (Terminated) (W1005029)	<input type="text"/>		Freeze Position	
To Do	ID Change: Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Attach Copy of ID	
Revise	Edit Position Restrictions: Admin Aid	<input type="text"/>		T2379 ABE TEACHER	
To Do	Onboarding for Michelle Taylor (W2000055)(C)	<input type="text"/>		Change My Photo	08/17/2014
Open	Change Organization Assignments for Governor - 2	<input type="text"/>		Governor - 2	08/27/2014

System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 a.m. PDT (GMT-7) to Sat. © 2014 Workday, Inc. All rights reserved.

7. If you are reassigning the task, type or use the prompt to select the reassigned worker.
8. Click the **OK** button.
9. Click the **Submit** hyperlink.
10. Click the **Done** hyperlink.
11. The System Task is complete.

Check the Status of a Business Process

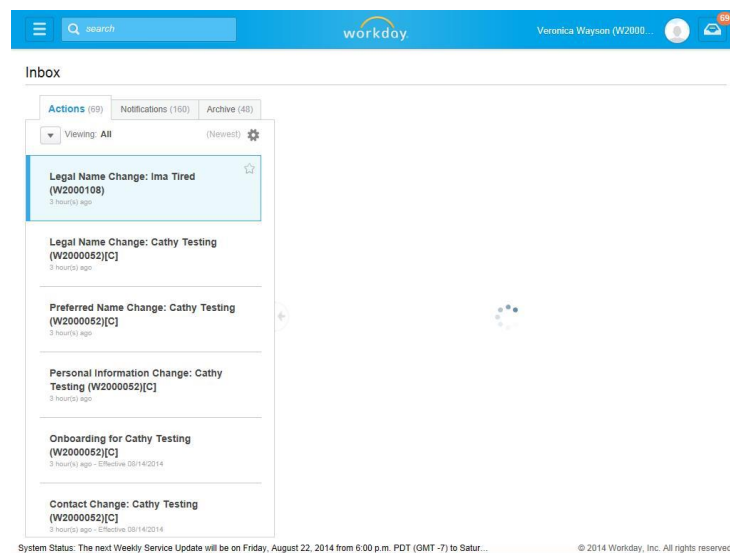
The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox**  hyperlink.

Inbox

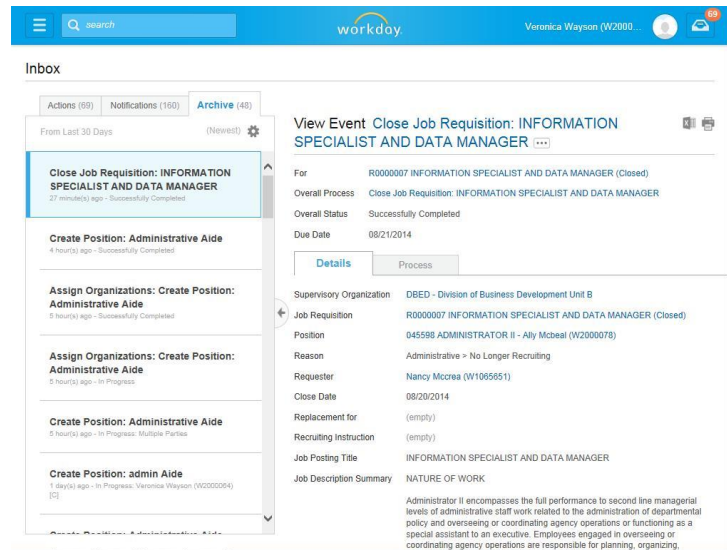


3. Click the **Archive**  tab.



Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' with a status of 'Successfully Completed'. Below it are several 'Create Position: Administrative Aide' actions with various statuses like 'Successfully Completed', 'In Progress', and 'Multiple Parties'. On the right is the 'View Event' page for the selected action. It shows details for 'R0000007 INFORMATION SPECIALIST AND DATA MANAGER (Closed)'. The 'Overall Status' is 'Successfully Completed'. The 'Details' tab is active, showing information like 'Supervisory Organization', 'Job Requisition', 'Position', 'Reason', 'Requester', 'Close Date', 'Replacement for', 'Recruiting Instruction', 'Job Posting Title', and 'Job Description Summary'.

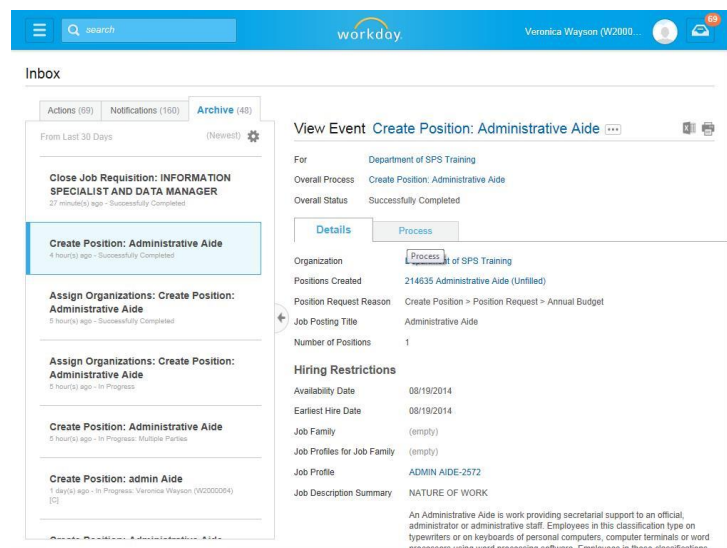
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.



Information: The overall status of a business process displays as....

- “Successfully Completed” when required steps in the process are have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' with a status of 'Successfully Completed'. Below it are several 'Create Position: Administrative Aide' actions with various statuses like 'Successfully Completed', 'In Progress', and 'Multiple Parties'. On the right is the 'View Event' page for the selected action. It shows details for 'Department of SPS Training'. The 'Overall Status' is 'Successfully Completed'. The 'Details' tab is active, showing information like 'Organization', 'Positions Created', 'Position Request Reason', 'Job Posting Title', 'Number of Positions', 'Hiring Restrictions', 'Availability Date', 'Earliest Hire Date', 'Job Family', 'Job Profiles for Job Family', 'Job Profile', and 'Job Description Summary'.

7. To view the status of individual tasks in a business process, click the **Process**



Inbox

Inbox

Actions (59) Notifications (160) Archive (45)

From Last 30 Days (Newest)

Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER
50 minute(s) ago - Successfully Completed

Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
5 hour(s) ago - In Progress

Create Position: Administrative Aide
5 hour(s) ago - In Progress: Multiple Parties

Create Position: admin Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

Create Position: Administrative Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

View Event Create Position: Administrative Aide ...

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details Process

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W2000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W2000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Buyu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.