

Check on status of a business process



Notes

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

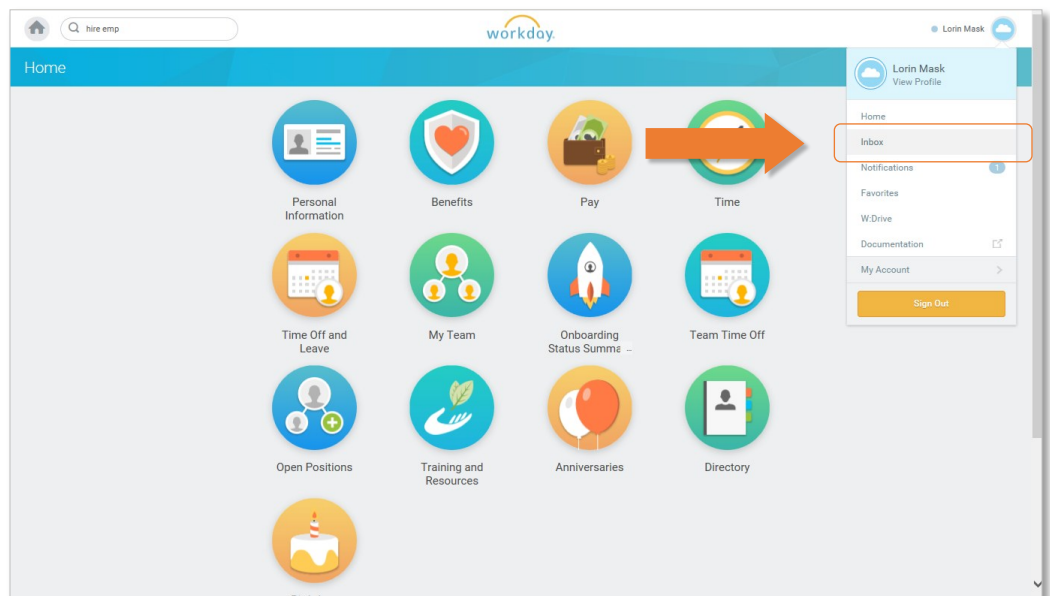
There is more than one place to see the status. This guide will show you both methods.

Method 1



Step 1

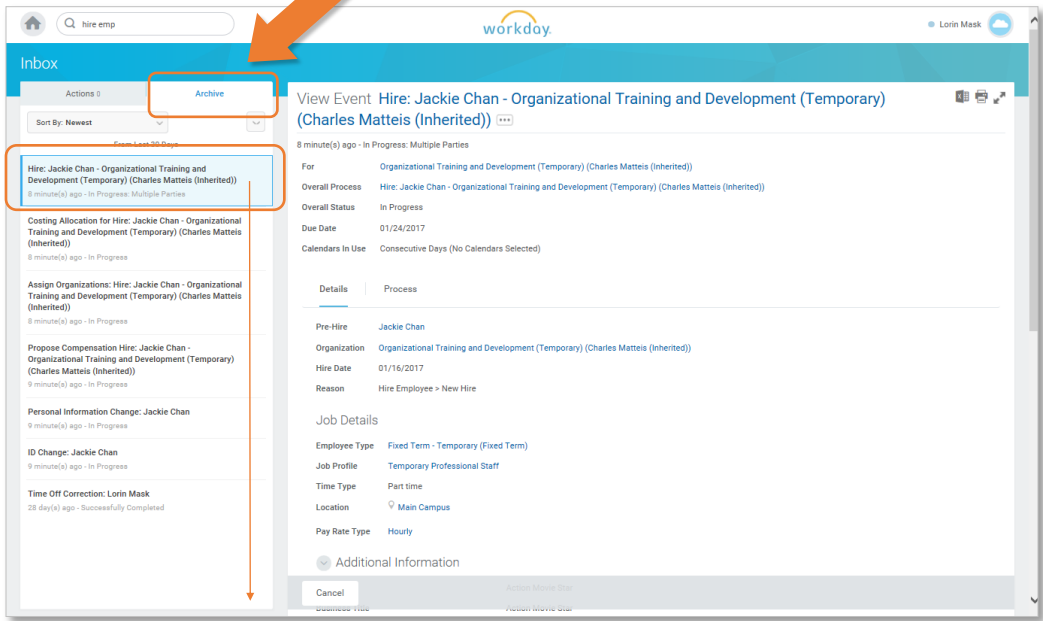
- From your home page, **click** on the area over your name and the cloud
- **Click** on “Inbox”





STEP 2

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

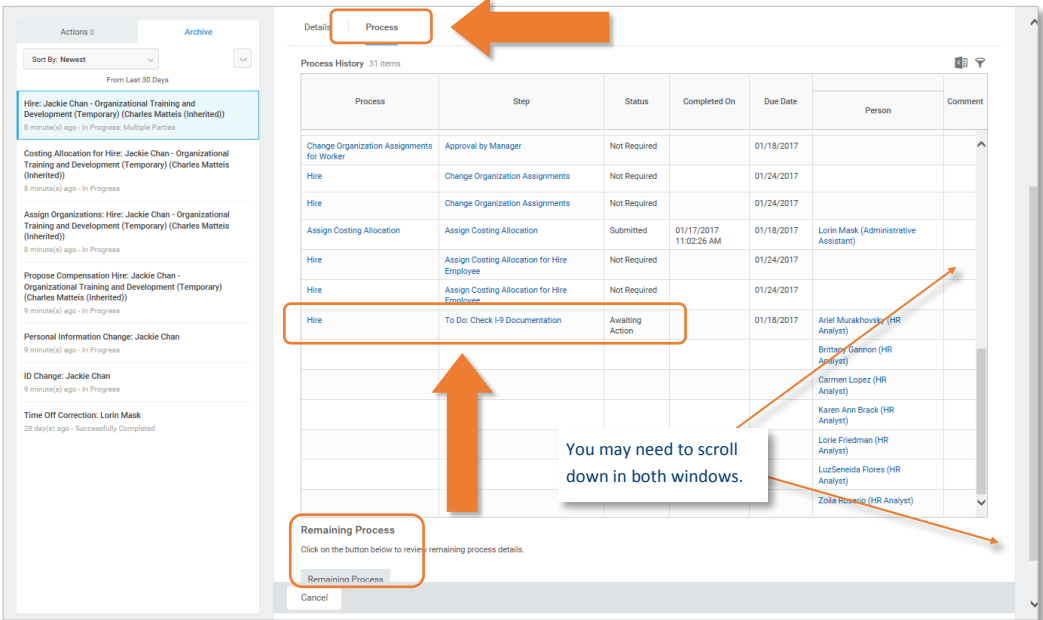


Note: Some business processes have many "sub-processes." Always use the main process to view accurate status. For example: Choose "Hire" process instead of the sub-processes: assign costing allocations, propose compensation, assign organizations, etc.



STEP 3

- 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"





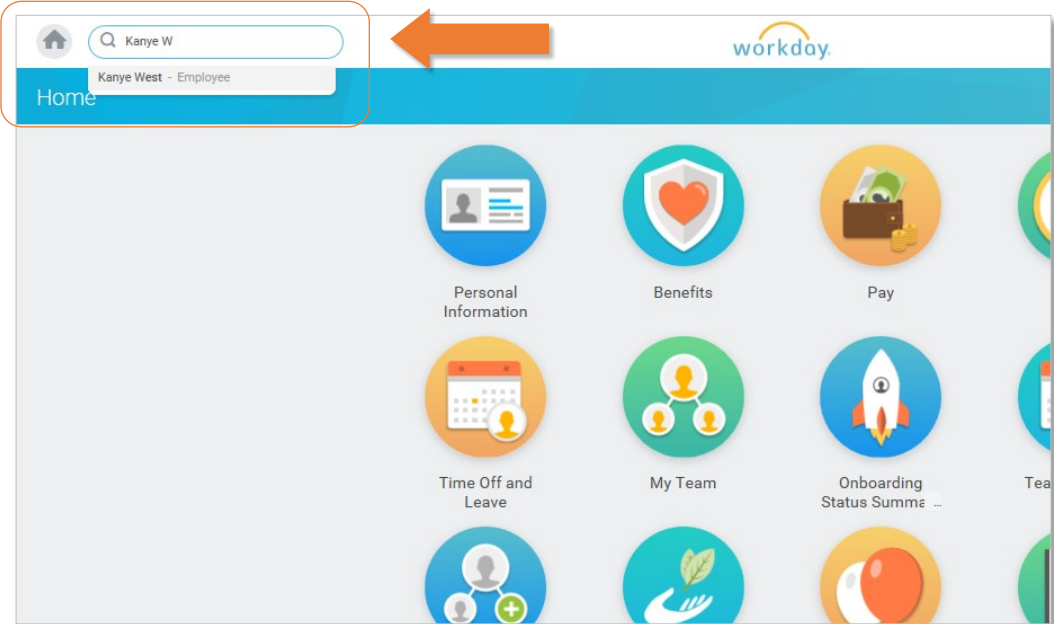
Method 2



STEP 1

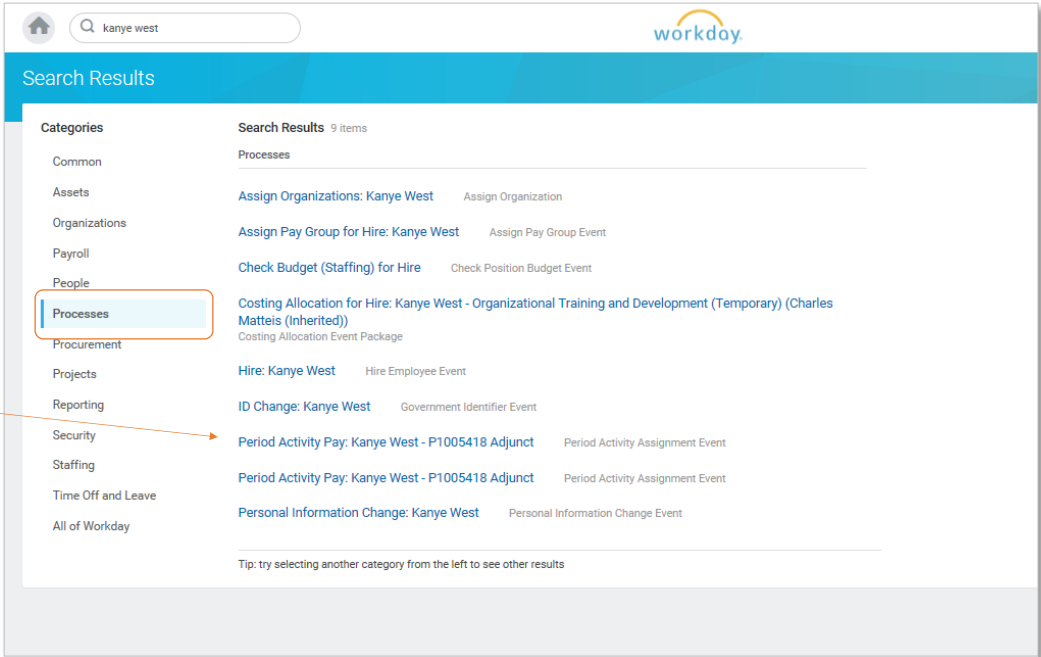
For active employees:

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



STEP 2

- **Click** on "Processes" under the "Category" filter on the left of your page
- **Search** for the business process you want to review





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.



STEP 4

- Move your mouse to “Business Process”
- Click “Full Process Record”



STEP 5

- 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

Full Process Record: Period Activity Pay: Kanye West - P1005418 Adjunct

Event: Period Activity Pay
 For: P1005418 Adjunct - Kanye West
 Overall Process: Period Activity Pay: Kanye West - P1005418 Adjunct
 Overall Status: In Progress
 Calendars In Use: Consecutive Days (No Calendars Selected)

Details: **Process**

Process	Step	Status	Completed 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
 Click on the button below to review remaining process details.
 Remaining Process

Worker Charles Matteis
 Contact
 Phone: +1 (973) 655-4856 (Landline)
 Email: matteisc@mail.monclair.edu
 Work Address
 150 Olive Road Little Falls, NJ 07424
 United States of America
 Job
 Organization: Compliance (June Williams-Edmund)
 Business Title: Director of Organizational Development and Training