8.9 HRMS Step by Step Guide Approve with Worklist

Overview: Use this Step-by-Step guide to **Approve** multiple transaction items more efficiently.

REFERENCES: Please refer to your campus business processes for the required off-line transaction approvals. The procedures, policies, and or Rules that are required by your campus and the State of Colorado are not addressed in this Step-by-Step. Please consult with the appropriate Human Resource department on your campus for those processes.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Worklist

☐ Worklist



2. Filter Worklist Items

☐ Click to display the filter types:
Funding Distribution
Job Approval
Position Approval
Position Incumbent
Job Approval
Time Entry Worklist
PET Approval
PET SP Approval

If there are no worklist items, the filter will not be displayed in the dropdown list

□ Select a filter type



3. Filtered Items display

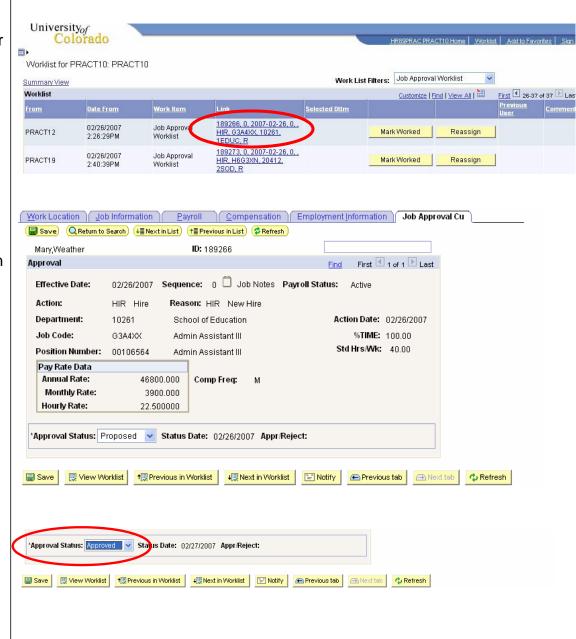


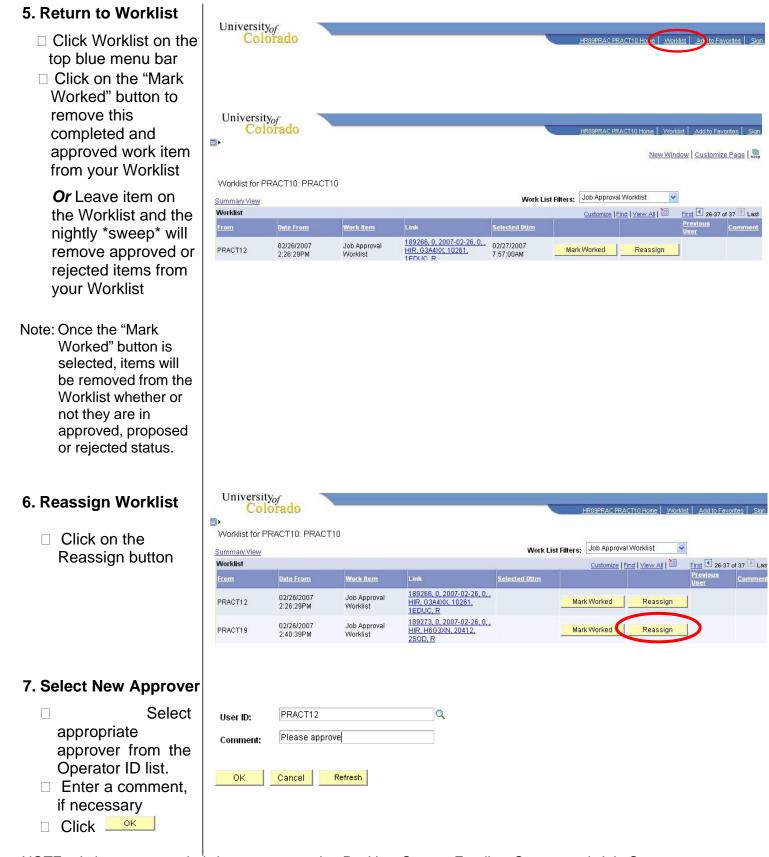
4. Work your Worklist

☐ Click on the Link for each item

Ex. <u>189266,0,2007-02-</u> <u>26,0,HIR,G3A4XX,102</u> <u>61,1EDUC,R</u>

- You will
 automatically be
 transferred to the
 appropriate
 Approval page for
 that worklist item
 selected
- Once you select an item, you become the "owner" of that Worklist item. The item will disappear from any other approver(s) Worklist(s)
- Approve or Reject the Worklist item,
 OR leave item in Proposed status
- □ Review your work
- □ Click Save





NOTE: It is recommended that users run the Position Status, Funding Status, and Job Status reports to ensure that all transactions are in approved status prior to payroll deadlines. In other words, do not rely solely on Worklist for verifying that all of your transactions have been approved.

Approve Worklist Complete