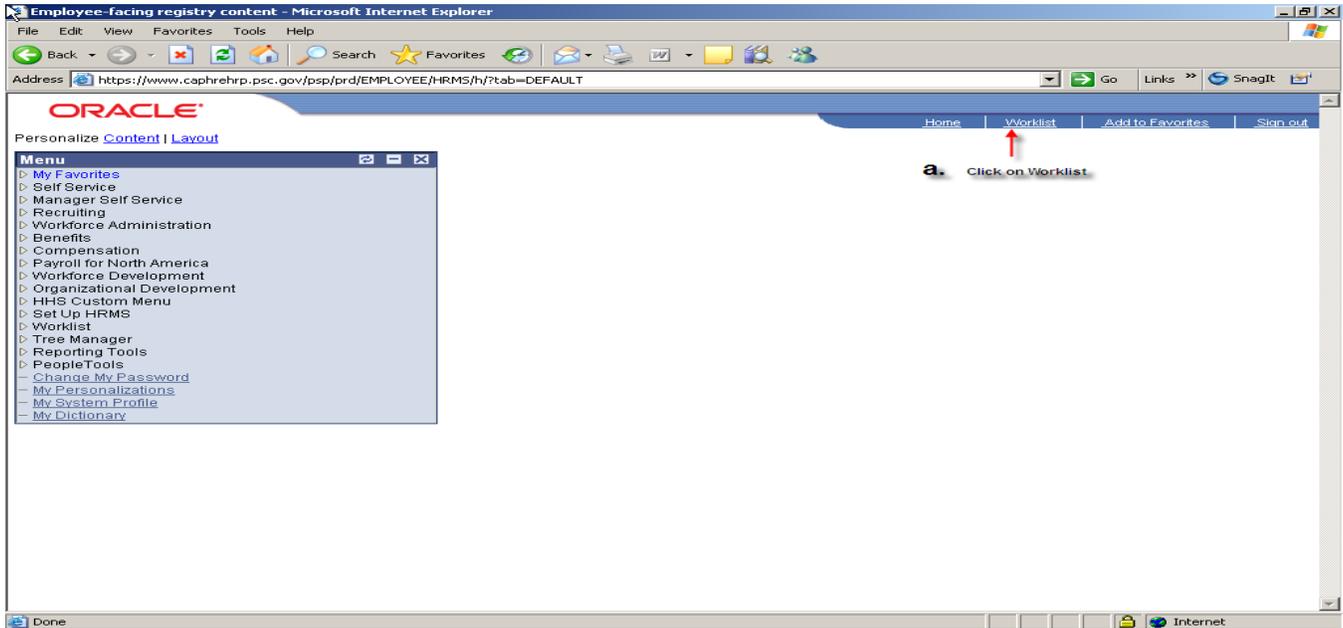




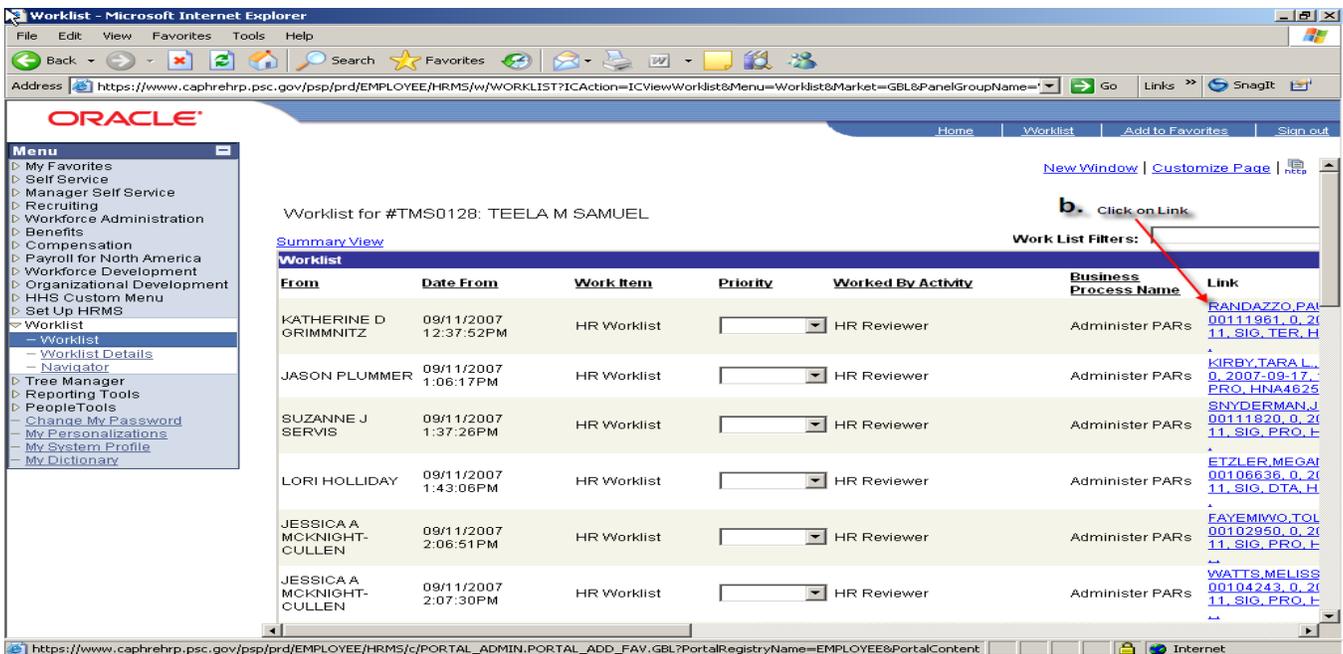
WORKLIST: REVIEWING, RETURNING, APPROVING & REMOVING ACTIONS

Reviewing Items on Your Worklist

1. Go to Home > (This is also the first page you see when you log on to Capital HR).
 - a. Click on your Worklist



- b. On the Worklist Screen, click on the link of the work item from the list that appears.





WORKLIST: REVIEWING, RETURNING, APPROVING & REMOVING ACTIONS

Routing or Returning Items on Your Worklist

2. Select the Data Control Tab.

Authorizers/Approvers should review this screen and any others that contain information added by the Requestor.

- a. Update the PAR Status
 - If the action is saved with the PAR status '1ST', or '2nd', you will be taken to the 'Route To' page (see step b. below).
 - If the action is saved with the PAR status 'RET', it will be returned to the requester.
 - If the action is saved with the PAR status 'SIG', it is approved and will automatically route to HR. Then you may exit the system.
- b. Once you have routed the action to another authorizer or to the approver, click 'SAVE'

This will take you to the 'Route To' page*

** If you signed/approved the action, it will automatically route the action to HR and will NOT take you to the 'Route To' page. At this time the approval process is complete and you may exit the system.*

WORKLIST: REVIEWING, RETURNING, APPROVING & REMOVING ACTIONS

- c. Click on 'Route To' button
- d. Select the 'Route To' person
- e. If all the names are not there, Click 'View All' to see additional names
- f. Click 'OK'

Route to Next Empl ID

Actual Effective Date: 10/05/2007 Proposed Effective Date: 10/05/2007
 Transaction #/ Sequence: 1 1 Not To Exceed Date:
 Action: XFR Reassignment/Conversion Par Status: REQ Requested
 Reason: ROR Reorganization Contact Emplid:

The status of this data requires you to specify the employee to whom to next route the data.
 Choose an Employee ID below.

Routing Based on: Route to 1st Review:
 Route to Next:
 Click the button for a list of those to whom the PAR request should be routed.

Route To: Find | View All | First | 1-5 of 47 | Last

<input type="checkbox"/>	00000111	ROTMAN,ALLAN H
<input type="checkbox"/>	00000132	DIETZ,CHARLES M
<input type="checkbox"/>	00000176	O LEARY,JOHN
<input type="checkbox"/>	00000358	ARBOGAST,CAROL A
<input type="checkbox"/>	00000425	LUCAS,DARYL J

OK Cancel

Removing Items From Your Worklist

3. Return to the Worklist Screen

- a. Click on the 'Mark Worked' checkbox graphic

Work List Filters: **a. Click Marked Worked**

Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
07 HR Worklist	HR Reviewer		RANDAZZO,PAUL_00111961_0_2007-09-31_11_SIG_TER_HNK6H4	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		KIRBY,TARA L_00104261_0_2007-09-17_11_SIG_PRO_HNA4625	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		SNYDERMAN,JOEL A_00111920_0_2007-09-18_11_SIG_PRO_HNAM72	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		ETZLER,MEGAN N_00106636_0_2007-09-18_11_SIG_DTA_HNC172	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		FAYEMWU,TOLU M_00102950_0_2007-09-17_11_SIG_PRO_HNA3844	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		WATTS,MELISSA D_00104243_0_2007-09-17_11_SIG_PRO_HNA3844	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		ARTIN,ELIZABETH_00103015_0_2007-09-17_11_SIG_PRO_HNA3844	<input type="checkbox"/>	<input type="checkbox"/>
07 HR Worklist	HR Reviewer		LESSER,BARBARA S_00103654_0_2007-09-17_11_SIG_PRO_HNA3844	<input type="checkbox"/>	<input type="checkbox"/>

- b. A warning will appear confirming whether this item should be removed
- c. By clicking 'OK,' the item will be removed from the worklist