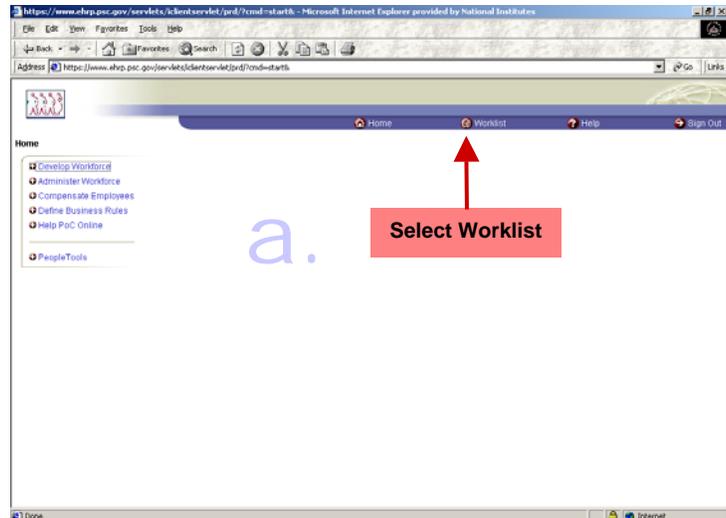


WORKLIST: REVIEWING, RETURNING, APPROVING & REMOVING ACTIONS

Reviewing Items on Your Worklist

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

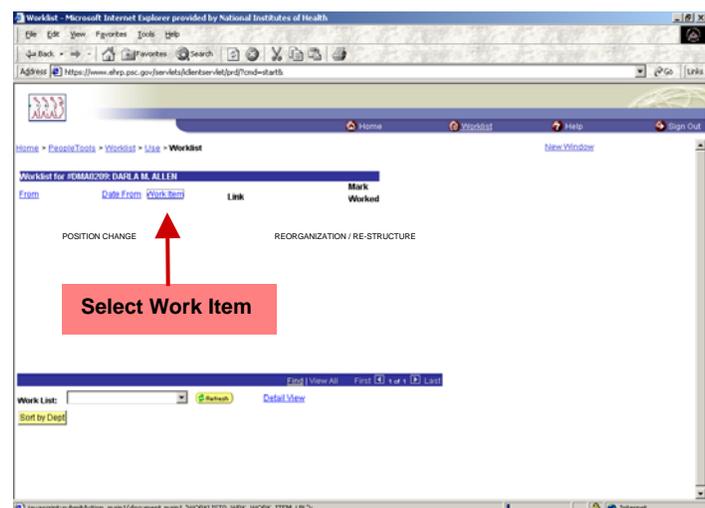
1.



a.

- b. On the Worklist Screen, select Work Item from the list that appears.

1.



b.

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.

2.

Data Control Tab

b.

Click Save

Update PAR Status

a.

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'

2.

[Home](#) > [Administer the Workforce](#) > [Administer the Workforce \(USF\)](#) > [Use](#) > [Supervisor Request](#)

Route to Next Empl ID

Status Date:	09/24/2002	Proposed Effective Date:	09/24/2002
Transaction/Sequence:	1 1	Not to Exceed Date:	
Action:	POS Position Change	Par Status:	REQ Requested
Reason:	REO Reorganization/Restructure		

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 for 1st Review

Route to Next:
Click the button for a list of those to whom the job request should be routed.

Route To

Click 'Route To'

c.

d.

Select the 'Route To' Person

Route To:	View All	First	1 of 1	Last
<input type="checkbox"/> 2002 Springs, Thomas B				
<input type="checkbox"/> 0083 Tyson, Ronald L				

Click 'OK'

e.

f.

Click 'OK'

OK Cancel

Removing Items From Your Worklist

3. Return to the Worklist Screen
 - a. Click on the 'Mark Worked' checkbox graphic

3.

a.

WORKLIST: REVIEWING, RETURNING, APPROVING & REMOVING ACTIONS

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

3.

b. **Warning**

c. **Click 'OK'**

