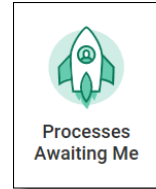


Processes Awaiting Me

This job aid will walk you through the steps of how to find tasks awaiting your action by using the Processes Awaiting Me worklet.

Step 1: From your homepage, click on the Processes Awaiting me worklet.



Step 2: The *Processes Awaiting Me* screen will have a list of business processes that need to be acted on, for organizations you have a role for.

← Processes Awaiting Me

Days Since Initiated	Days Since Assignment	Date Initiated	For	Business Process	Awaiting Step
24	15	03/01/2019	OPAR Data Match Unit (DMU) / TNT - DHS	Promotion: [redacted]	Manage Business Processes for Worker
17	17	03/08/2019	Manager Evaluation: Trial Service Evaluation Review: [redacted]	Approval: Awaiting Action by [redacted]	Approval by HR Partner
17	17	03/08/2019	Create Position: Human Services Specialist 3	Edit Additional Data: Position Job Classification Group	Edit Additional Data: Position Job Classification Group
15	15	03/11/2019	[redacted]	Terminate: [redacted]	Termination

Step 3: To view the business process and additional details, click on the business process link in the *Business Process* column. Clicking on the business process link take you to the *View Event* screen, where you can complete your step in the business process.

Days Since Initiated	Days Since Assignment	Date Initiated	For	Business Process	Awaiting Step
17	17	03/08/2019	Create Position: Human Services Specialist 3	Edit Additional Data: Position Job Classification Group	Edit Additional Data: Position Job Classification Group

Step 4: Click on the **Details** or **Process** tabs to view the details and process information.

View Event
 Edit Additional Data: Position Job Classification Group Actions

For: [Redacted]

Overall Process: [Create Position: Human Services Specialist 3](#)

Overall Status: In Progress

Due Date: 03/14/2019

Calendars In Use: Consecutive Days (No Calendars Selected)

My Actions: **Details** Process

Organization: [Redacted]

Positions Created: (empty)

Position Request Reason: Create Position > Create Position > Non-Budgeted

Job Posting Title: Human Services Specialist 3

Number of Positions: 1

View Event
 Edit Additional Data: Position Job Classification Group Actions

For: [Redacted]

Overall Process: [Create Position: Human Services Specialist 3](#)

Overall Status: In Progress

Due Date: 03/14/2019

Calendars In Use: Consecutive Days (No Calendars Selected)

My Actions: Details **Process**

Organization: [Redacted]

Positions Created: (empty)

Position Request Reason: Create Position > Create Position > Non-Budgeted

Job Posting Title: Human Services Specialist 3

Number of Positions: 1

Step 5: Click on the **Overall Process** link to see the overall process.

For: [Redacted]

Overall Process [Create Position: Human Services Specialist 3](#)

Overall Status: In Progress

Step 6: In the *My Actions* column, click on the task that is awaiting your action. Take action as appropriate.

View Event
 Edit Additional Data: Position Job Classification Group Actions

For: [Redacted]

Overall Process: [Create Position: Human Services Specialist 3](#)

Overall Status: In Progress

Due Date: 03/14/2019

Calendars In Use: Consecutive Days (No Calendars Selected)

My Actions: Details Process

My Actions: 1 item

Awaiting Me	Due Date	Business Process	Subject
Edit Additional Data		Create Position: Human Services Specialist 3	Create Position: Human Services Specialist 3