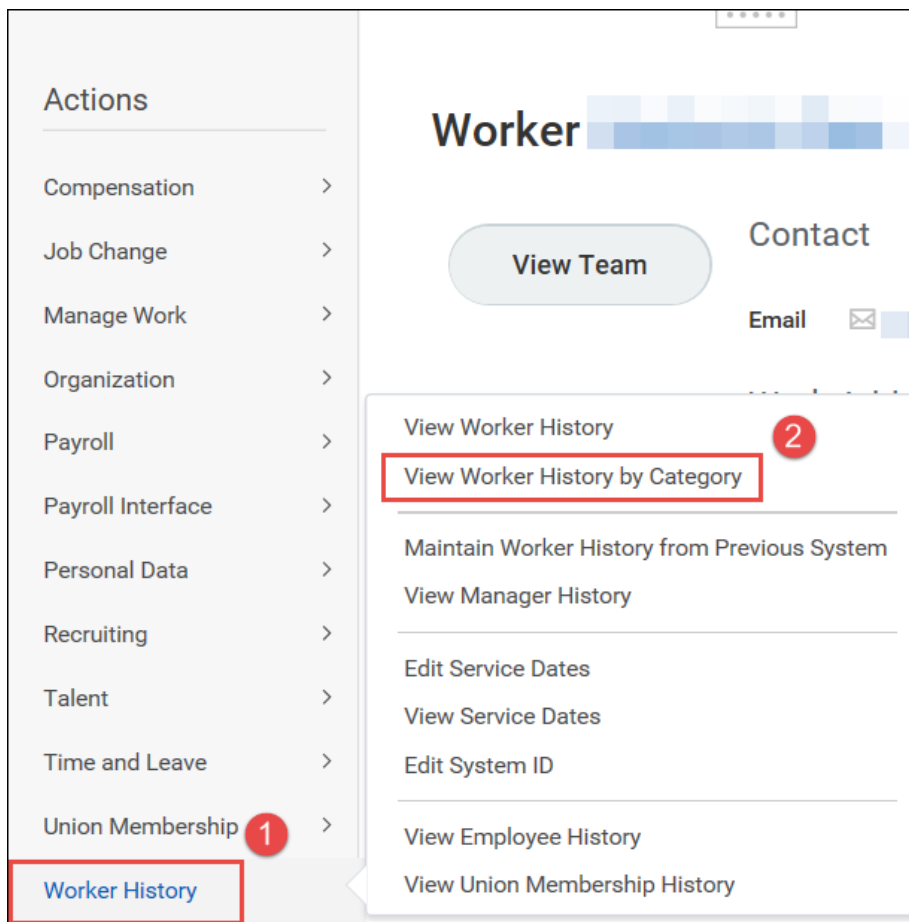


Worker History by Category

This job aid will walk a Manager and HR Partner through the steps of how to view a Worker's History.

Step 1: Navigate to the employee's profile page and click on the *Actions* icon under their name.

Step 2: From the *Actions* menu, scroll down the menu to *Worker History*. Hover over *Worker History* (1), then click on **View Worker History by Category** (2).



Step 3: In the *View Worker History by Category* menu, review the available tabs. Determine which category best fits the information you are looking for.

View Worker History by Category

🔍 🖨

View Worker History

Staffing
Personal Data
Compensation
Career and Talent
Union Membership
Staffing & Compensation from Prior System

Hire History 1 item 🔍 🖨

Business Process	Initiated On	Start Date	Status	Reason	Organization	Position
Hire: [REDACTED]	01/16/2019 04:39:34 AM	04/16/2013	Successfully Completed		[REDACTED]	Program Analyst 1

Position Change History 1 item 🔍 🖨

Business Process	Initiated On	Effective Date	Status	Reason	Outbound Organization	Outbound Position	Inbound Organization	Inbound Position
Move Worker (Supervisory): [REDACTED]	02/26/2019 12:15:54 PM	02/26/2019	Successfully Completed		[REDACTED]	Program Analyst 1	[REDACTED]	Program Analyst 1

Termination History 1 item 🔍 🖨

Business Process	Initiated On	Termination Date	Status	Organization	Position
Terminate: [REDACTED]	02/26/2019 02:06:25 PM	03/08/2019	In Progress	[REDACTED]	Program Analyst 1

Step 4: Click on the hyperlink for the business process you would like to see.

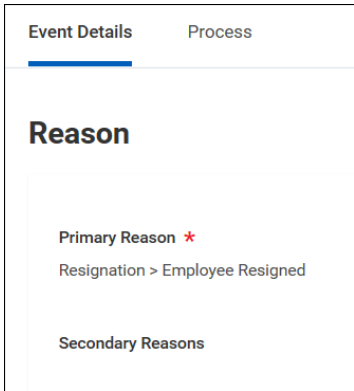
Position Change History 1 item

Business Process	Initiated On	Effective Date	Status
Move Worker (Supervisory): [REDACTED]	02/26/2019 12:15:54 PM	02/26/2019	Successfull

Termination History 1 item

Business Process	Initiated On	Te
Terminate: [REDACTED] ⋮	02/26/2019 02:06:25 PM	03

Step 5: The *Event Details* or *Process* tabs provides information about the business process. The *Event Details* tab will have a summary of what the event is and the details of the event.



Step 6: The *Process* tab, will provide more information about the **Process History**. You will be able to identify which steps are up next and who is responsible to complete an action.

Process	Step	Status	Completed On	Due Date
Termination	Termination	Step Completed	02/26/2019 02:06:25 PM	
Termination	Review Employee Termination	Awaiting Action		02/28/2019

Step 7: If you need to take actions on the business process, click on the related actions icon next to the *Overall Process* link (1). Hover over *Business Process* (2). Select appropriate option (3).

