### For All Workday Security Roles

If you have kicked off a Hire, approved a Job Change, or are checking the status of a Termination one of your fellow HR Analysts initiated (just to name a few), there are several ways to check the status of the business process. You have the ability to see who the business process is awaiting action by, what security roles have approved the business process so far, and where the business process is going next.

Option 1

<u>When Can I Use This Method?</u>
If you have initiated or approved any part of the business process.
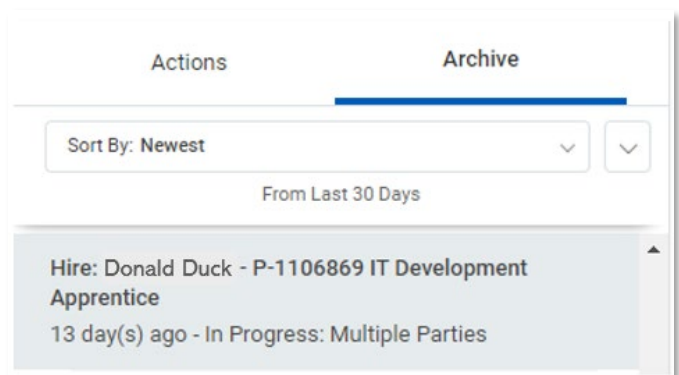
1. Go to your **Workday Inbox**.
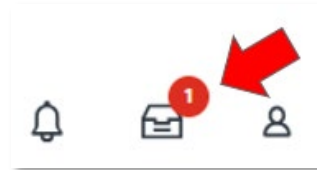
2. On the left side of your inbox, navigate to your **Archive**.

3. Scroll until you find the business process you are wanting to check the status of.

4. In the middle of your screen under View Event, click on **Process**.

View Event   Hire: Donald Duck   [...]

1 month(s) ago - Successfully Completed

For	P-2028143 Quality Analyst Engineer I
Overall Process	Hire: Donald Duck
Overall Status	Successfully Completed
Due Date	11/14/2023
Calendars In Use	Consecutive Days (No Calendars Selected)

Details   Process

5. Here you can view which **Steps** of the business process have taken place, the **Status** of the step (Completed, Awaiting Action, etc.), when it was **Completed**, and **Who** completed it.

Process History   57 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Hire	Hire	Step Completed	10/31/2023 11:33:33 AM	11/14/2023	Pluto
Edit Government IDs	Edit Government IDs	Submitted	11/03/2023 09:18:38 AM	11/01/2023	Mickey Mouse (HR Office Partne
Hire	Complete Form I-9 Section 3	Not Required		11/14/2023	
Hire	Edit Other IDs	Not Required		11/14/2023	
Hire	Integration: INT006A Banner Employee ID Outbound	Completed	11/03/2023 09:18:47 AM	11/14/2023	INT006A Banner Employee ID Outbound - Hire
Hire	Approval by Automated Business Process Approvals	Approved	11/03/2023 09:45:12 AM		zworkday_process_approver (Automated Business Process Approvals)
Hire	Approval by Recruiting HR Office Partner	Approved	11/03/2023 12:59:40 PM		Black Pete (Recruiting HR Office Partner)
Propose Compensation Hire	Propose Compensation Hire	Submitted	11/06/2023 08:50:18 AM	11/04/2023	Clarabelle Cow (Compensation Manager)

6. Scroll all the way down to the bottom **to see who currently has an action step** in the business process.

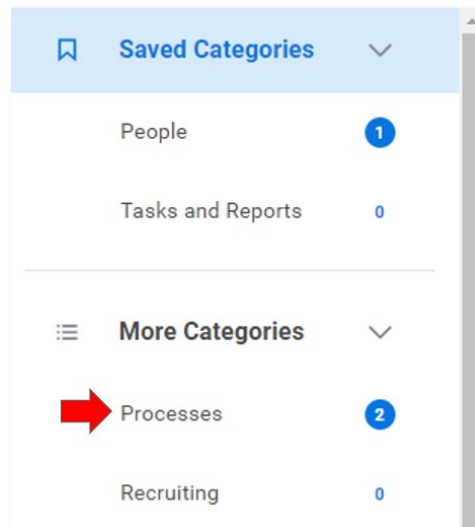| Hire	Review Employee Hire	Approved	12/06/2023 02:10:35 PM	12/12/2023	Mickey Mouse (HR Office Partner)
Hire	Consolidated Approval by HR Office Partner	Approved	12/06/2023 04:01:38 PM		Mickey Mouse (HR Office Partner)
Hire	Consolidated Approval by Compensation Manager	Awaiting Action		12/07/2023	Clarabelle Cow (Compensation Manager)
					Chip'n'Dale (Compensation Manager)

Option 2:

<u>When Can I Use This Method?</u>
If you are not the initiator or approver, or if you prefer not to search in your Archive.

1. **Search** the name of the employee you are wanting to check the status of.

   Q Donald Duck ⊗
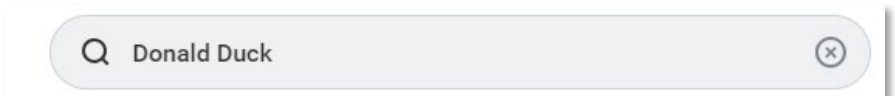
2. On the left side of the screen, find **Processes**. You might have to scroll down to locate this.

   🔖 **Saved Categories** ∨

   People   **1**

   Tasks and Reports   0

   ≣ **More Categories** ∨

   ➡ Processes   **2**

   Recruiting   0

3. Select the desired process. The **Business Process** name will be the first word listed. In this example, it is "Hire".

   Processes

   Hire: Donald Duck - **P-1106869 IT Development Apprentice**
   Hire Employee Event

4. In the Event, you can see the Overall Status. This will either be In Progress, Successfully Completed, or Canceled/Rescinded.

   Click on **Process**.

View Event — Hire: Donald Duck   P-1106869 IT Development Apprentice

For	P-1106869 IT Development Apprentice
Overall Process	Hire: Donald Duck P-1106869 IT Development Apprentice
Overall Status	In Progress
Due Date	12/12/2023
Calendars In Use	Consecutive Days (No Calendars Selected)

Details   Process

5. Here you can view which **Steps** of the business process have taken place, the **Status** of the step (Completed, Awaiting Action, etc.), when it was **Completed**, and **Who** completed it.

Process History 57 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Hire	Hire	Step Completed	10/31/2023 11:33:33 AM	11/14/2023	Pluto
Edit Government IDs	Edit Government IDs	Submitted	11/03/2023 09:18:38 AM	11/01/2023	Mickey Mouse (HR Office Partne
Hire	Complete Form I-9 Section 3	Not Required		11/14/2023	
Hire	Edit Other IDs	Not Required		11/14/2023	
Hire	Integration: INT006A Banner Employee ID Outbound	Completed	11/03/2023 09:18:47 AM	11/14/2023	INT006A Banner Employee ID Outbound - Hire
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Propose Compensation Hire	Propose Compensation Hire	Submitted	11/06/2023 08:50:18 AM	11/04/2023	Clarabelle Cow (Compensation Manager)

6. Scroll all the way down to the bottom **to see who currently has an action step** in the business process.

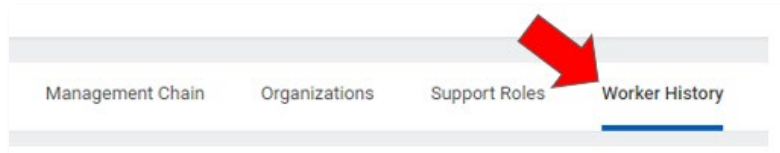| Hire	Review Employee Hire	Approved	12/06/2023 02:10:35 PM	12/12/2023	Mickey Mouse (HR Office Partner)
Hire	Consolidated Approval by HR Office Partner	Approved	12/06/2023 04:01:38 PM		Mickey Mouse (HR Office Partner)
Hire	Consolidated Approval by Compensation Manager	Awaiting Action		12/07/2023	Clarabelle Cow (Compensation Manager)
					Chip'n'Dale (Compensation Manager)

Option 3:

When Can I Use This Method?
If this employee is already hired. This method is great for checking a Job Change status, Absence Request status, etc.

1. Go to the **Worker Profile** of the employee you are wanting to check the status of.
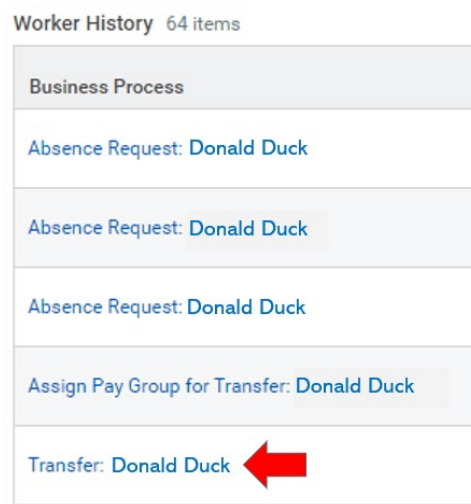
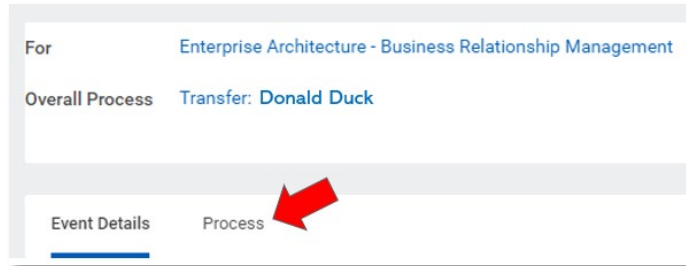|	
🔠	Summary
💼	Job ←
📊	Compensation
📋	Absence
🖼	Contact
👤	Personal
📄	Overview
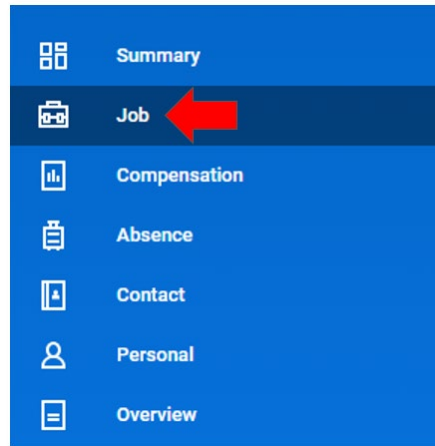
2. Click on **Job**

3. Click on **Worker History** (all the way to the right)

Management Chain   Organizations   Support Roles   **Worker History**

4. Find the **Business Process** you wish to check the status of.

Worker History 64 items

Business Process

Absence Request: Donald Duck

Absence Request: Donald Duck

Absence Request: Donald Duck

Assign Pay Group for Transfer: Donald Duck

Transfer: Donald Duck ←

5. Click on **Process**

6. Here you can view which **Steps** of the business process have taken place, the **Status** of the step (Completed, Awaiting Action, etc.), when it was **Completed**, and **Who** completed it.

7. Scroll all the way down to the bottom **to see who currently has an action step** in the business process.

Where is the Business Process Going Next?

How to Find Business Process Steps

View the Remaining Process

For In Progress Business Processes, you can also see what remaining approvals are needed, and who it will go to, before the business process is complete.

1. Once you have made it to the last step of any of the above business process navigation Options, scroll down and click on **Remaining Process**.

2. This screen shows you the order of upcoming approvals.

   Note: Your employee might not have to go through every approval. For example, if they work in Operations, not Academics, they will skip the Academic Office Partner approval step. Workday will automatically skip this step if it is not needed.