Overview

The Worklist is where you go to locate items that require your attention. If you are set up in the system as an “Approver” you will be able to “Approve”, “Disapprove”, “Return” or “Withdraw” work items that appear in your Worklist.

Procedures for Viewing Items on Your Worklist

1) Navigation

Home > Worklist

2) On the Worklist Screen, click on the link of the work item from the list that appears.
Routing or Returning Items on Your Worklist

3) The Data Control tab for the employee’s Job Information records will be displayed. Authorizers/Approvers should review this screen and any others that contain information added by the Requestor.

   a) Update the PAR Status.
      
      i) If the action is saved with PAR status “1\textsuperscript{st}” or “2\textsuperscript{nd}”, you will be taken to the “Route To” page (see step 4 below).
      
      ii) If the action is saved with PAR status “RET”, it will be returned to the requestor.
      
      iii) If the action is saved with PAR status “SIG”, it is approved and will automatically route to HR. You will need to email your HR Specialist to let them know an action has been approved and is awaiting their action.
      
      iv) If the action is saved with PAR status “WTH”, it is withdrawn and remains in the approver’s worklist.

   b) Once you have updated the PAR status, click “SAVE”. This will take you to the “Route To” page.

*Note: 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. An email is not automatically sent to HR, you must manually notify/email your HRS to inform them of the approved action.
4) Click on the “Route To” button.
5) Select the “Route To” person.
6) If all the names are not there, click “View All” to see additional names.
7) Click “OK”.

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Capital HR User Guide
https://www.caphrehrp.psc.gov
Worklist

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Removing Items From Your Worklist

8) Return to the Worklist Screen.
9) Click on the “Mark Worked” checkbox graphic.
For Help Contact HR Systems Support:

Submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm

Email:
hrss@nih.gov

Website:
http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm

Try It with OnDemand: