



Capital HR User Guide

<https://www.caphrehrp.psc.gov>

Worklist



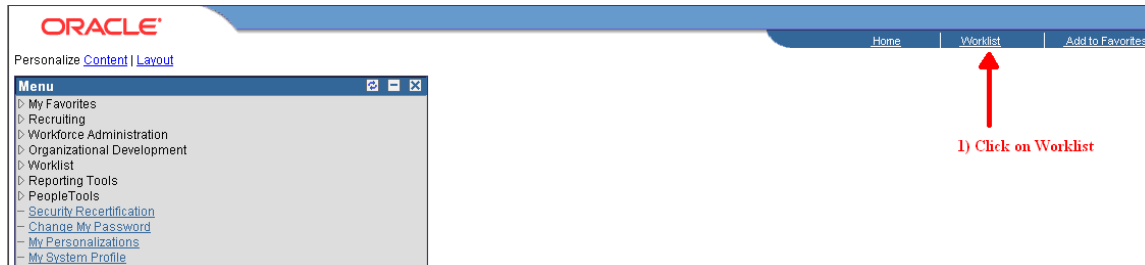
Overview

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.

Detail View

Work List Filters:

From	Date From	Work Item	Worked By Activity	Link	Priority		
Demo One	01/07/2009	2nd Authorizers Worklist	2nd Authorization	CUNNINGHAM.S 00104423.0.2009-01-18.11.1ST. AWD_HNAM.....		Mark Worked	Reassign
Demo One	01/07/2009	Approval Routing	Approval Workflow	JobOpening. HRS_JOB_OPENING_ID:75041. 125295		Mark Worked	Reassign
Demo Three	11/07/2008	Approval Routing	Approval Workflow	JobOpening. HRS_JOB_OPENING_ID:75037. 125265		Mark Worked	Reassign



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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 "1st", or "2nd", 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 - iv) If the action is saved with PAR status "WTH", it is withdrawn and remains in the approver's worklist.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.



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Worklist



ORACLE

Home | Worklist

Menu

- My Favorites
- Recruiting
- Workforce Administration
- Organizational Development
- Worklist
 - Worklist
 - Worklist Details
- Reporting Tools
- PeopleTools
 - Security Recertification
 - Change My Password
 - My Personalizations
 - My System Profile

3) Data Control Tab

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Data Control Find | View All First 1 of 64 Last

DUCK, DONALD EmplID: Empl Rcd Nbr: 0

Actual Effective Date: 01/18/2009 Proposed Effective Date: 01/18/2009

Transaction # / Sequence: 1 1 Not To Exceed Date:

Action: AWD Award Mnt Par Status: 2ND 2nd Authorized **a) Update PAR Status**

Reason Code: GR2 Group Award - Other Contact EmplID:

NOA Code: 889 Group Award - Other NOA Ext:

Authority (1): Descr (1): Descr (1) Part 2:

Authority (2): Descr (2): Descr (2) Part 2:

PAR Request#: Print SF-52 Process Monitor PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

b) Click Save

Save | Notify | Previous tab | Next tab | Update/Display | Include History | Correct History

- 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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Menu

- My Favorites
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 - Personal Information
 - Job Information
 - Review Job Information
 - Reports
 - Supervisor Request USF
 - 1st Rst Authorization USF
 - 2nd Rst Authorization USF
 - Approve Request USF
 - Collective Processes
 - Organizational Development
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Security Recertification
 - Change My Password
 - My Personalizations
 - My System Profile

Route to Next Empl ID

Actual Effective Date: 12/07/2008 **Proposed Effective Date:** 12/07/2008

Transaction # / Sequence: 1 1 **Not To Exceed Date:**

Action: PRO Promotion **Par Status:** 2ND 2nd Authorized

Reason: CLP Career Ladder Promotion **Contact Emplid:** 00099223

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 Signature Approval

Route to Next:

Click the button for a list of those to whom the PAR request should be routed. **Route To**

Route To: Find | View All First 1-5 of 36 Last

<input type="checkbox"/>	00000794	RIPKEN, CAL
<input type="checkbox"/>	00033469	FRANKLIN, ARETHA
<input type="checkbox"/>	00037354	PITT, BRAD

5) Select the "Route To" Person

6) Click "View All"

7) Click "OK"

OK Cancel

4) Click "Route To" Button

Removing Items From Your Worklist

- 8) Return to the Worklist Screen.
- 9) Click on the "Mark Worked" checkbox graphic.

Detail View

Work List Filters:

Customize | Find | View 100 |

First 1-25 of 123 Last

From	Date From	Work Item	Worked By Activity	Link	Priority		
Demo One	01/07/2009	2nd Authorizers Worklist	2nd Authorization	CUNNINGHAM, S 00104423_0_2009-01-18_11_1ST_AWD_HNAM		<input type="checkbox"/>	Mark Worked Reassign
Demo One	01/07/2009	Approval Routing	Approval Workflow	JobOpening, HRS_JOB_OPENING_ID:75041_125295		<input type="checkbox"/>	Mark Worked Reassign
Demo Three	11/07/2008	Approval Routing	Approval Workflow	JobOpening, HRS_JOB_OPENING_ID:75037_125265		<input type="checkbox"/>	Mark Worked Reassign

9) Click "Mark Worked"



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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:

<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>