MICHIGAN STATE UNIVERSITY | College of Agriculture and Natural Resources

Tracking HR Actions in Workflow

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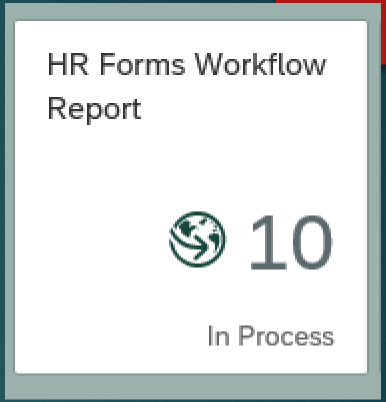

- Use the HR Forms Workflow Report tile to find out where your document/action is in workflow. It is best practice to track your documents to ensure that approvals have happened in a timely manner and that the action "landed" at HR. It may sometimes be helpful to reach out to approvers via e-mail.
  - In the drop-down menu, change from standard to "My In-Process". Click the green "Go" button in the upper right-hand corner of the screen. This will provide a list of documents you have initiated and/or approved.
  - Click the button to the left of the action you need to see, and click on the "Details" button. This will show where in workflow the action is currently.