A New Look to Workflow!

Effective **Monday, December 3, 2012**, WMU Workflow panels have a new look! The system now has a “dashboard” appearance. The menu items go across the top, and when an item is selected, a cascading menu will appear.

Once you’ve logged into the PeopleSoft Administrative System/PeopleSoft Human Resources via GoWMU, the following screen will appear:

Use the following steps to navigate the Workflow panels:

1) Click on the ‘Main Menu’ link to get to the menu listings.

2) Click on the WMU Workflow folder to get to the Forms and Reports folders.

3) Click on a folder to display the individual options.

4) Once you’ve selected your option, note that the menu now goes across the top of the panel (instead of down the side).

Click ‘Home’ to get back to the ‘Main Menu’ fast.

**WMU Appointment Form**

Enter any information you have and click Search. Leave fields blank for a list of all values.