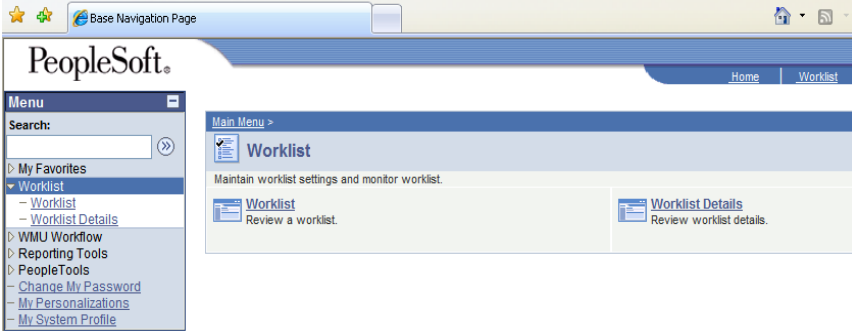


PeopleSoft 9.2 HR Workflow Navigation

Current PS 9.1

The Worklist can be accessed two different ways.



OR

Home | **Worklist** | Add to Favorites | Sign out

New/change Features

The Worklist for pending PeopleSoft Workflow forms has been replaced with Push Notifications.

Description

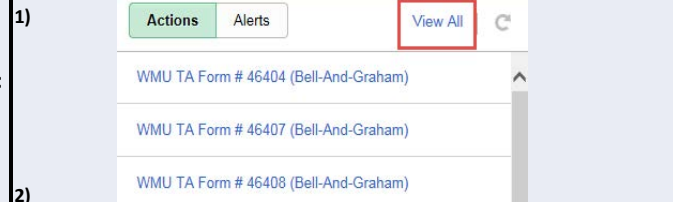
Access the Pending/Recycled Workflow forms by clicking on the flag to access the Push Notifications formerly known as the Worklist

There are two different Push Notification views:

- 1) Initial Push List
- 2) View All Push List - click 'View All' to expand Initial Push List

Click on a form # in either 'view' to access a form.

New PS 9.2



Category Name	Category Type	Description
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46404 (Bell-And-Graham)
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46407 (Bell-And-Graham)
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46408 (Bell-And-Graham)

PeopleSoft 9.2 HR Workflow List of Pending Forms

Current PS 9.1 - The Worklist view is old technology

Detail View

Worklist Filters Feed

Worklist Items

Personalize | Find | View 100 | | First 123-147 of 147 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Christine A Paver	09/19/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46365 (Jackson)	Mark Worked	Reassign
Christine A Paver	09/19/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46366 (Jackson)	Mark Worked	Reassign
Christine A Paver	09/20/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU GRA Form # 17714 (Anderson-Bell)	Mark Worked	Reassign
Christine A Paver	09/21/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46307 (Strassner)	Mark Worked	Reassign
Christine A Paver	09/21/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46321 (Anderson-BellGraham)	Mark Worked	Reassign
Christine A Paver	09/22/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46306 (Strassner)	Mark Worked	Reassign
Sara Anderson	09/26/2017	WMU_TA_WL_CC_APPR	WMU_TA_APPROVAL_ACTIVITY	<input type="text" value=""/>	WMU TA Form # 46382 (Cekola)	Mark Worked	Reassign

PS 9.2 - The Push Notifications is new technology

< WMU Appointment Form

View All Notifications



26 rows

Select All

Category Name	Category Type	Description	Message State	Last Update Date/Time
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46421 has been recycled	Unread	10/17/2017 5:51:19PM
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46421 (Cubbies) (DEPT147)	Read	10/17/2017 5:50:44PM
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46420 (Trautman) (DEPT151)	Unread	10/17/2017 5:49:00PM
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46416 (Cubbies) (DEPT147)	Unread	10/13/2017 3:26:03PM
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46415 (Cubbies)(DEPT147)	Unread	10/13/2017 11:50:15AM
<input type="checkbox"/> TA Form Approvals	Actions	WMU TA Form # 46414 (Trautman)(DEPT151)	Unread	10/13/2017 11:41:09AM

If you are an approver who needs to know what department the form is from, we have a temporary solution. Go to this website to find an Excel spreadsheet under PeopleSoft 9.2 Navigation to identify the department name that correlates with the DEPT ID listed after the Primary Approver's name: <http://wmich.edu/selfservice/hr>