• Block pop-up windows on your browser – permanently! This can be done in your browser’s Preferences; call the Help Desk at 874-4357 if you need help.
• Log in to the Human Resources site on e-Campus.
• Click on the Worklist link located in the upper right corner of the screen to view items waiting for your approval.

If you have items that need approving, your Worklist will look similar to the one below. To select one, click on the employee’s name in the Link column.
You will see a screen similar to this example of the Employee Action Form for a new hire:

<table>
<thead>
<tr>
<th>Action</th>
<th>New Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Reject</td>
</tr>
<tr>
<td>Print</td>
<td>Hold</td>
</tr>
</tbody>
</table>

As an approver, you have four options:

- **Approve**
  Clicking the Approve button automatically sends the form to the next approver in line. It also adds your name, date, and time to the **Approvals** list on the bottom.

- **Reject**
  Clicking the Reject button automatically sends the form back to the originator. To be able to reject a form, you must enter your reason in the **Comments** section.

- **Print**
  Clicking the Print button prints a copy of the form as it looks at the moment.

- **Hold**
  Clicking the Hold button will indicate in the Workflow list that you have put this item on hold; it will not progress to the next approver until you approve it.

You can move on to the next item to be approved by clicking on the **Next in Worklist** button located at the bottom of the screen.
Form Approval Workflow and Tracking

After the form has been submitted by the department originator, you can track it through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form (in this example) or Position Data Action Form

- Under Find an Existing Value, Click the button.

- Click on the form from the list that comes up:

Employee Data Action Form

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

At the bottom of the form, under Approvals, you will find the date/time and names of those who have approved this form.
Click on the Workflow Map to see where the form is currently awaiting approval:

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the Department and Description2 columns. On the right under State, all approval actions for this form are displayed, as well as the date and time the action was completed.

Status Descriptions:
DONE: The form has been approved by this person and has proceeded to the next approver.
SKIP: Signifies an approver for the department has already approved the form, thereby skipping this approver.
CURR: This is the office in which the form is currently awaiting approval.
WAIT: The form has not yet reached the offices where this status appears.