
MSS - Worklist

When an Employee/Manager accesses the EmpowHR application, the worklist provides an instant view of the status of the requested items. Actions that require additional approval will come back on the worklist. The worklist provides the Employee/Manager the most up to date information concerning generated requests. Employee/Managers can click on any item and it will take them to the appropriate panel to either view or make corrections.

This section will explain how to view an item on a worklist.

To view an item on a Worklist:

1. Select the **Worklist** menu group. The Worklist page (**Figure 569**) is displayed.

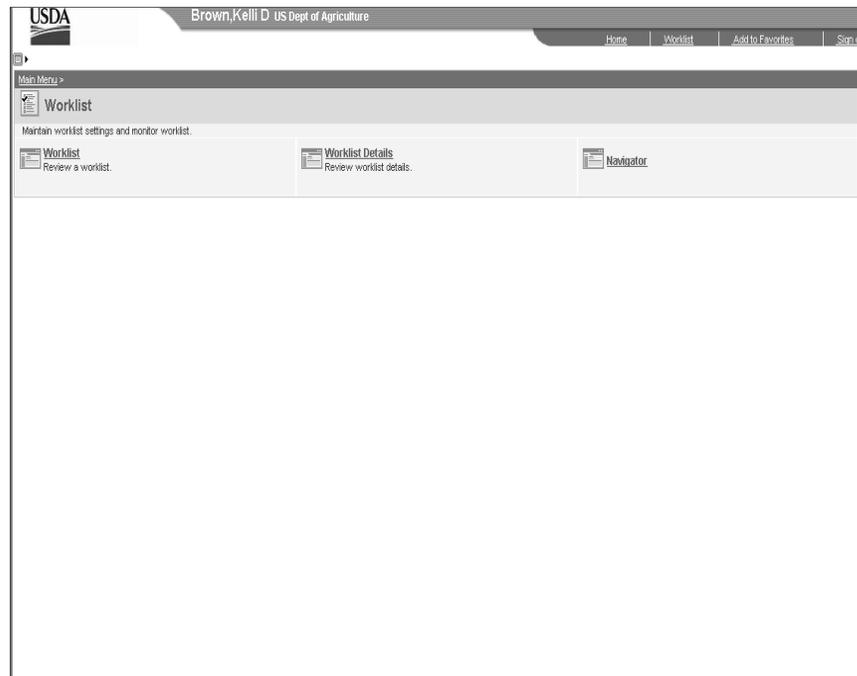


Figure 569. Worklist page

2. Click **Link** on the worklist for the applicable employee. The Job Classification Request page is displayed for that employee.
3. Enter a **Priority** for each of the employees on the page or select data from the drop-down list. This sets the priority only for the manager that is accessing this worklist.

