Review Status of Pending Tasks

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PURPOSE

Quick Reference Guide for HR Partners to view their pending tasks in their Workday Inbox (new position, hire employee, change benefit elections, etc.) via the Archive tab.

LOG IN TO WORKDAY

1. Log in to Workday from this page, http://link.nebraska.gov/.

   a. **If you have an @nebraska.gov email**, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

   b. **If you do NOT have an @nebraska.gov email**, click the second link that says, "Log in with your User Name / Workday password." On the next screen, type your User Name and Workday password.

2. Click Sign In (or press Enter).

STEPS

1. Click your **Inbox** in the upper right-hand corner of the Workday screen (see red circle in screenshot).

2. Click on any one of the items that displays when you click the Inbox, OR

3. When your Inbox displays, click the **Archive** tab, which is a list of any actions/tasks that you have "touched."

4. Find the specific item in which you are interested, and click on it once.

5. If it is completed, it will say **Successfully Completed** in the **Overall Status** area.

6. If **Overall Status** says **In Progress,** the process is awaiting someone to complete an action.

Review Status of Pending Tasks

7. Click the **Process** tab to review the remaining steps in the Overall Process.

Details	**Process**

8. In the **Status** column**,** you will see the status of each of the steps, including any of the following (the list is in alphabetical order):

    a.   Approved

    b.   Automatic Approval

    c.   Awaiting Action

    d.   Canceled

    e.   Not Required

    f.   Step Completed

    g.   Submitted

Process History 10 items

Process	Step	Status	Completed On	Due Date	Person	Commer
Change Benefits for Life Event	Change Benefits for Life Event	Step Completed	10/16/2020 06:53:58 PM			
Change Benefits for Life Event	To Do: Evidence of Insurability LTD or STD	Not Required				
Change Benefits for Life Event	Approval by HR Partner	Automatic Approval	10/16/2020 06:53:58 PM			
Change Benefits for Life Event	Approval by Benefits Partner	Awaiting Action				

LINK HELP DESK CONTACT INFORMATION

1. The LINK Help Desk supports Workday. Email: as.linkhelp@nebraska.gov; Phone:402.471.6234.