Business World HR How To
CHECK THE STATUS OF SUBMITTED FORMS IN THE WORKFLOW PROCESS

Shropshire Council

Contents

		Page
1	Introduction	2
2	Navigation	2
3	Check the status of submitted forms in the workflow process	2

Business World HR How To – Check the status of submitted forms in the workflow process. September 2019

1

1. Introduction

When HR forms are submitted by the originator at the school, they generally workflow to either the Headteacher or delegated person to approve, before they workflow to Payroll to be actioned. The approval process may be slightly different at each school, depending on the requirements of the school.

To view the workflow status of submitted forms, a Headteacher, Office Manager/Administrator can run a report.

2. Navigating Business World

Please refer to the 'Business World HR How To – Navigate' for additional tips for manoeuvring Business World.

Please ensure you are familiar with the scroll bars to move the screen up and down or left to right.
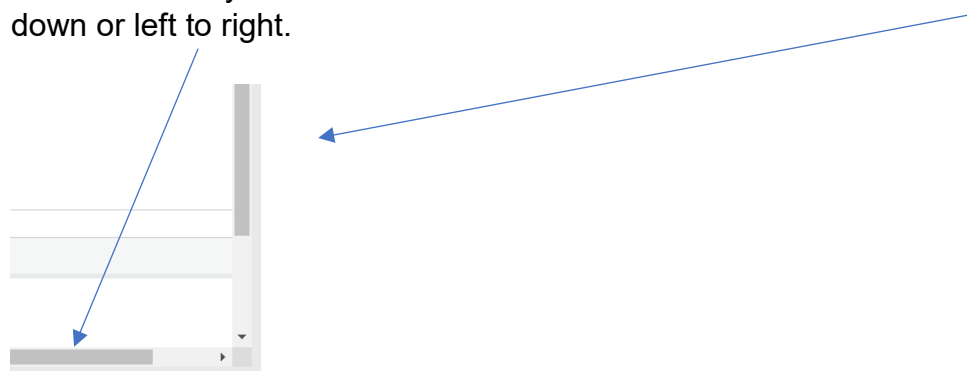
3. Check the status of submitted forms

Log in to Business World.

Please note, depending on your individual access to screens, you may see more or less options, but the guidance shows the actual fields to select to open the establishment.

STEP 1

In the search box (top right), **type in 'Your HR Forms'** and **press the 'ENTER' key:**

Business World HR How To – Check the status of submitted forms in the workflow process. September 2019

2

A new screen will open. All of the HR Forms submitted by you will show:

Below is a table of some of the fields that may need further description:

Field	Description
1. Form/Form ID	Shows the names and numbers of the forms submitted.
2. Workflow Status	Shows: - In Progress: the form is in the system. - Finished: the form has been completed.
3. Workflow Step	Information about where the form is sitting.
4. Task With (ID)	Shows who actioned the form/who the form is with.
5. Date Workflow Completed	The date the task was last actioned/completed.
6. WF Status	- ACT (Active) - FIN (Finished) - REJ (Rejected)

Business World HR How To – Check the status of submitted forms in the workflow process. September 2019

3