



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

## **Shropshire Council**

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## 1. Introduction

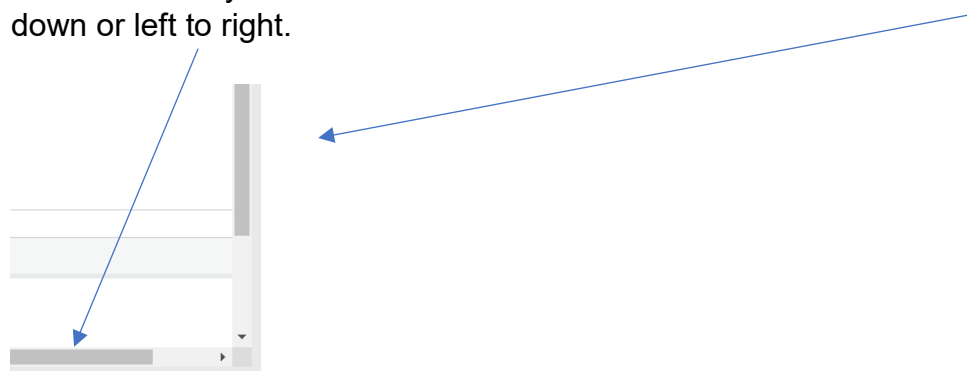
When HR forms are submitted by the originator at the school, they generally workflow to either the Headteacher or delegated person to approve, before they workflow to Payroll to be actioned. The approval process may be slightly different at each school, depending on the requirements of the school.

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:



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

Workflow: Your HR Forms

Selection criteria

Results

1 **#** **Form** **Form Id** **Date Initiated** **2 Initiated by** **3 Workflow Status** **4 Task with (ID)** **5 Date Workflow Completed** **6 WF Status**

#	Form	Form Id	Date Initiated	Initiated by	Workflow Status	Workflow Step	Date with Workflow Step	Task with (ID)	Users Task With	Date Workflow Completed	WF Status
1	Contractual Changes F...	CONC10000...	10/07/2019		In Progress	Head of Workforce and Transformation Ap...	10/07/2019			31/12/2099	ACT
2	Contractual Changes F...	CONC10001...	02/08/2019		In Progress	Head of Workforce and Transformation Ap...	02/08/2019			31/12/2099	ACT
3	New Position Form	NPOS10000...	05/07/2019		Finished		05/07/2019			05/07/2019	FIN
4	New Position Form	NPOS10000...	05/07/2019		Finished		05/07/2019			05/07/2019	FIN
5	New Position Form	NPOS10000...	05/07/2019		Finished		05/07/2019			05/07/2019	REJ
6	New Position Form	NPOS10000...	05/07/2019		Finished		05/07/2019			09/07/2019	FIN
7	Position Grade Employ...	EEPG100000...	05/08/2019		In Progress	HR BP Workflow Escalation	10/08/2019			31/12/2099	ACT
8	Right to Recruit Form	RREC10000...	17/07/2019		Finished		17/07/2019			17/07/2019	FIN
9	Right to Recruit Form	RREC10000...	09/07/2019		Finished		09/07/2019			11/07/2019	FIN
10	Right to Recruit Form	RREC10000...	17/07/2019		Finished		17/07/2019			18/07/2019	FIN
11	Right to Recruit Form	RREC10000...	18/07/2019		Finished		18/07/2019			19/07/2019	FIN
12	Right to Recruit Form	RREC10000...	11/07/2019		Finished		11/07/2019			17/07/2019	REJ

Time executed 21/08/2019 10:26:50 Number of rows 12

Choose columns Create widget Export Analyzer

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: <ul style="list-style-type: none"> <li>- In Progress: the form is in the system.</li> <li>- Finished: the form has been completed.</li> </ul>
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	<ul style="list-style-type: none"> <li>- ACT (Active)</li> <li>- FIN (Finished)</li> <li>- REJ (Rejected)</li> </ul>