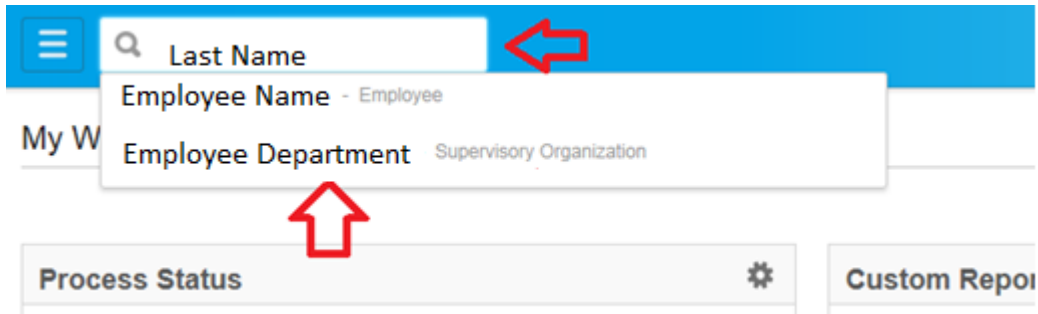
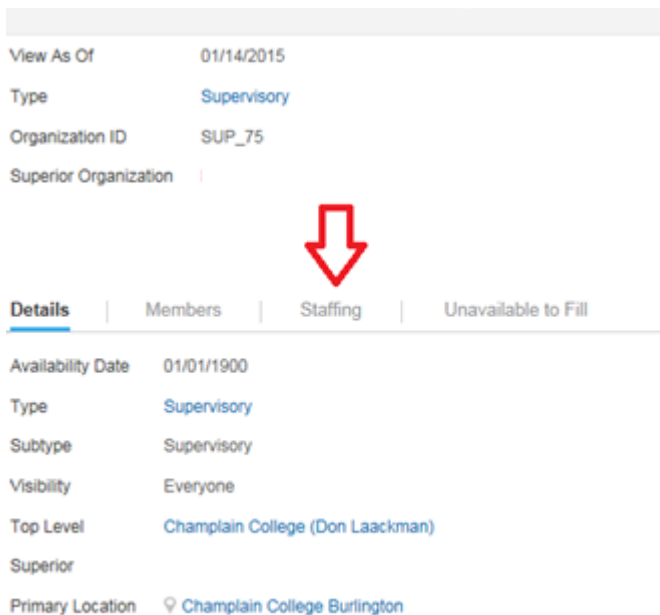


## How to View Process Status in Workday

1. Search your last name in search bar and select on your supervisory organization.



2. Select on Staffing Tab



3. You will see two process statuses for the same event, position actions and job requisitions actions. These are the same thing. To see who is up next for approval, look at the "Awaiting Action By" column.

The screenshot shows the 'Staffing' tab selected in the Workday interface. The 'Staffing' tab is highlighted with a red arrow. Below the tabs, there is a table with columns for 'Business Process', 'Awaiting Action By', 'Initiated On', and 'Due Date'.

Business Process	Awaiting Action By	Initiated On	Due Date
Create Position:	Christine Hutchins	01/14/2015 10:54:02.914 AM	

Business Process	Awaiting Action By	Initiated On	Due Date
Job Requisition:	Christine Hutchins	01/14/2015 10:54:02.914 AM	01/18/2015