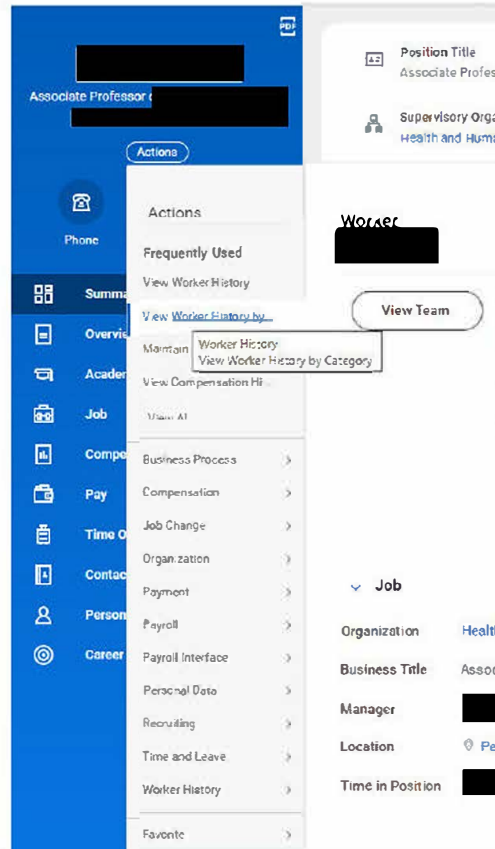


Checking the Status of a Workday Form

1. First, find the employee's profile in Workday.
2. Click on "Actions", then click on "View Worker History by Category".



- A list of the employee's forms will appear. Notice you can see the status of the form. Click on the link of the form (Business Process column) you are interested in reviewing. The snips below are reviewing the first "In Progress" form from the list.

View Worker History by Category [Redacted] ...

View Worker History

Staffing Organization Personal Data Compensation

Hire History 34 items

Business Process	Initiated On	Start Date	Status	Reason	Supervisory Organization	Position
Start Additional Job [Redacted]	08/08/2023 10:52:00 AM	09/01/2023	In Progress	Other > Additional Job is a Supplemental Job	Health and Human Development - [Redacted]	
Start Additional Job [Redacted]	08/07/2023 04:13:41 PM	08/01/2023	In Progress	Other > Additional Job is a Supplemental Job	Health and Human Development - [Redacted]	
Start Additional Job [Redacted]	07/19/2023 04:30:55 PM	08/01/2023	Successfully Completed	Other > Additional Job is a Supplemental Job	Health and Human Development - [Redacted]	Aug 2023 Supplemental Pay during sabbatical Research Extension (Supplemental I) (+)
Start Additional Job [Redacted]	07/18/2023 03:24:27 PM	08/01/2023	Process Terminated	Other > Additional Job is a Supplemental Job	Health and Human Development - [Redacted]	
Start Additional Job [Redacted]	06/28/2023 04:38:31 PM	07/01/2023	Successfully Completed	Other > Additional Job is a Supplemental Job	Health and Human Development - [Redacted]	July 2023 - 07/01/23-07/31/23 - SUPP I Summer/Research - Research Extension (Supplemental I) (+)

4. Below is the next screen you will see when you click on the form you want to review. Next, click on "Process".

For [Health and Human Development](#) - [REDACTED]

Overall Process [Start Additional Job:](#) [REDACTED]

Overall Status In Progress

Details **Process**

Employee [REDACTED]

Supervisory Organization [Health and Human Development](#) - [REDACTED]

Effective Date 09/01/2023

Reason Add Additional Employee Job > Other > Additional Job is a Supplemental Job

Job Details

Position [Health and Human Development](#) - [REDACTED]

Employee Type Academic

Job Profile [Research Extension \(Supplemental I\)](#)

Time Type Part time

Location [Penn State University Park](#)

Work Space [Penn State University Park](#) [REDACTED]

Pay Rate Type Salary

5. Below is a partial snip of the screen after clicking "Process". This screen shows the many approval steps of the form and who approved each step.

For [Health and Human Development](#) [REDACTED]

Overall Process [Start Additional Job](#) [REDACTED]

Overall Status [In Progress](#)

Details [Process](#)

Process History 19 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Add Additional Job	Add Additional Job	Step Completed	08/08/2023 10:52:00 AM		[REDACTED]	1	[REDACTED]
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/08/2023 10:59:07 AM		[REDACTED]	1	[REDACTED]

6. If you scroll to the bottom of the screen you will be able to see the current status of the form. There is also an option to see the remaining process steps for the form.

Add Additional Job	Review Documents	Not Required				0
Add Additional Job	Consolidated Approval by Primary Manager	Not Required				0
Add Additional Job	Review Documents	Awaiting Action			[REDACTED]	1

Remaining Process

Click on the button below to review remaining process details.

