

Personal Information: Save for Later & Worklist

Overview

- On the right side of your HRSS Personal Home Page is a region called the **Worklist**. This region allows you to see Notifications that may have been sent by a person or generated by the system.
- The Worklist is web-based and is mainly used by the Central Business Offices rather than Department End-Users.
- When a user with an "Employee Online Services" responsibility uses a function such as "Save for Later", the system generates a notification in your Worklist for you. This document shows how to handle a notification such as this.

Navigation

- Go to web-site: hrss.siu.edu
- LOGIN to your Personal Home Page.
- When the **Save for Later** link is utilized on one of your Personal Information web pages, data entries are saved to be finished later or deleted.
- As a result, a notification automatically appears in the **Worklist** area of your Home Page.

Worklist

- From the Worklist area, locate the Notification. You can see who it is "From", the "Type", "Subject" and when it was "Sent".
- To access the Worklist notification, click the link in the **Subject** field of the Notification.
- A web page opens providing information relative to the Notification.
- Look at the **Information** section and follow any instructions provided.
 - Example: "This notification does not require a response." In some instances, a notification requires approval, etc. This one does not.
- In the section below, a note is used to tell you to "Continue this saved for later action using the links below."

CAUTION: Clicking an OK button returns you to your Home Page and removes the Notification from your Worklist.

- DO NOT click on OK if you're planning an update action.
- Click the **Update Action** link to add personal information.
 - In our example, the Contacts page opened and the e-mail address was entered.
- When finished entering the necessary information, click **Next** to complete the process.
- The **Personal Information: Review** page appears.
- When finished reviewing, click **Submit**.
- As before, the **Confirmation** window appears; to close it, click **Return to Overview**.
- Your Personal Information page reappears.
 - To verify, in this instance, the Contact Information has been submitted, scroll down to that section.
- Select **Back** or the **Home** link to exit the Personal Information page and return to your AIS Home Page.
- The Worklist Notification will be removed.

Reminder: To end the session properly, click the **Logout** button; then, close your Browser to exit the AIS Login page.