



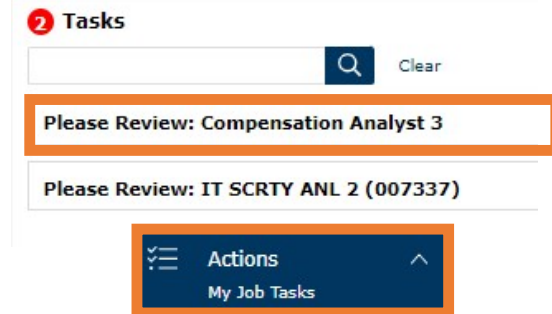
MANAGING TASKS

Directions

From the top of the home screen (center). This will show tasks that are on your current to-do list, where you are the next step in the workflow process.

To see all open tasks, from the menu bar on the top left, click **Actions**, then **My Job Tasks**.

Visual Example



Action	Action Request	Department Name	UC Payroll Title	Working/Business Title	Position ID	Workflow Process	Review Status	Workflow Name	Step Details
	Create New JD	IR7720-Health Science Human Resources	IT SCRTY ANL 2 (007337)	IT SCRTY ANL 2 (007337)	TBD_747	<div><div>Step Approved</div><div>Step Approved</div><div>Current Step: In Progress</div></div>	Revisions pending HR Approval	Decentralized Campus PSS Classification Workflow	(3 of 3) Position Updater