HR Line Managers (i.e., managers, supervisors) have the ability in your Oracle Cloud Worklist to take action on approval tasks assigned to one of your direct reports in the event they are unavailable to complete it timely.

A common example of this action is to approve a bi-weekly time card, which is required for the employee to be paid on time. In the event one of your direct reports does not approve the time card of a direct report, you should use your Worklist to access My Staff Tasks and approve the time card before the deadline.

1. Click the Notification bell icon to access your Notifications.
2. Click More Details to view the Worklist options.
3. Click the transaction type to open the BPM Worklist for this type of transaction. For the example of approving a time card, select Human Capital.
4. The BPM Worklist will initially display tasks assigned to you (i.e., the supervisor). In this example, the supervisor does not have any assigned tasks.
5. Click My Staff Tasks to view any tasks assigned to your direct reports.
6. The BPM Worklist will now display tasks assigned to your staff (i.e., direct reports). In this example, the direct report has one Assigned task to approve a time card for one of his direct reports.
7. Click the blue hyperlink to open the task and complete the review and approval steps.