

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**

Step 1: Access Your BPM Worklist

- 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**

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.

4 Click **My Staff Tasks** to view any tasks assigned to your direct reports.

The screenshot shows the Oracle Cloud Worklist interface. The main area displays a table with columns for Title, Number, Creator, and Assigned. The left-hand navigation menu includes 'Inbox', 'My Tasks', 'Initiated Tasks', 'My Staff Tasks' (highlighted with a blue box and a '4' in a circle), and 'Administrative Tasks'. The top navigation bar shows 'Actions', search, and filter options.

Step 2: Access Your Staff's Tasks

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.

5 Click the **blue hyperlink** to open the task and complete the review and approval steps.

The screenshot shows the Oracle Cloud Worklist interface with a task assigned to a staff member. The task is highlighted with a blue box and a '5' in a circle. The task title is 'Approval of Time Entries for Constance Noring from 2017-12-17 to 2017-12-30'. The task number is 213113, the creator is Constance Noring, and the assigned date is 12/22/2017 4:45 PM. The left-hand navigation menu shows 'My Staff Tasks (1)'.