How to Configure the My Staffing Actions Worklet

The following describes the process of configuring the My Staffing Actions worklet on your Workday homepage to assist you in managing your staffing related Workday processes. A list of the reports available on the Worklet is below.

- **My Staffing Actions** – See all staffing processes you have initiated in Workday since a specified date. You can specify the status of the processes you want to see i.e. Completed, In Progress, Cancelled, etc.
- **Temporary & Student Employee Assignments to Extend** – See if you need to extend the end date for any Temporary or Student Employee assignments within your organization.
- **Adjunct Employee Assignments to Extend** – See if you need to extend the end date for an Adjunct within your organization.

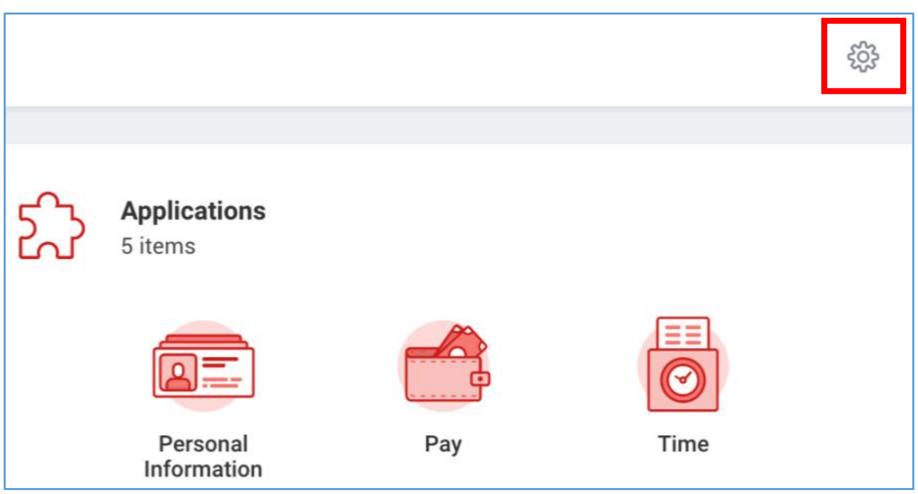
Who can initiate this process?

Administrative Assistants, Division Administrative Assistants, Managers, and Unit Heads can add this Worklet to their homepage. However, the worklet is recommended only for Administrative Assistants and immediate Managers because the report results within a Worklet are limited to 100 lines.

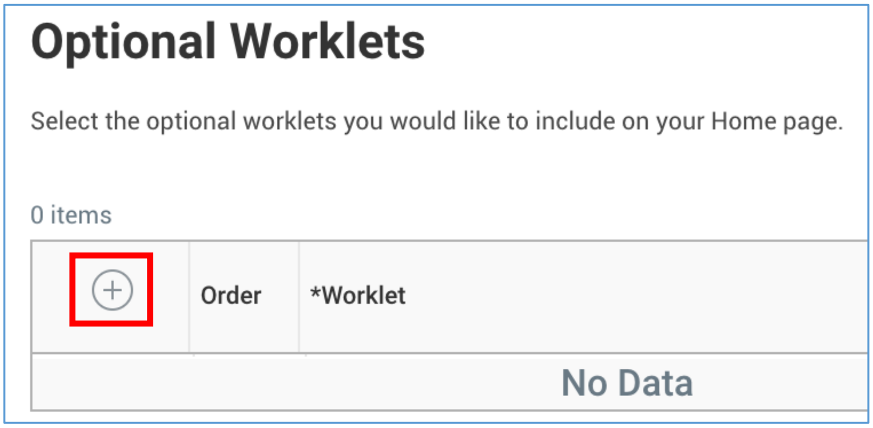
If you have any questions about payment elections or you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

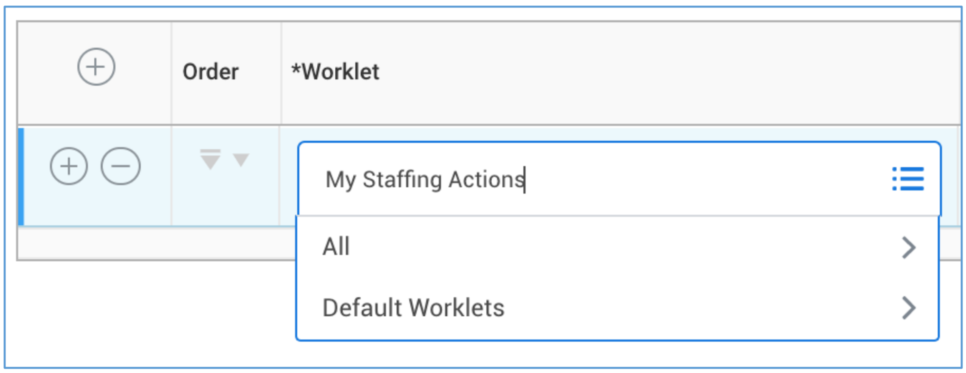
1) From your Workday homepage, click on the **Settings** icon above the Applications section.



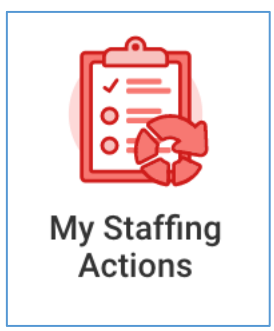
2) Under **Optional Worklets** click on the **Add Row** icon to add a new worklet.



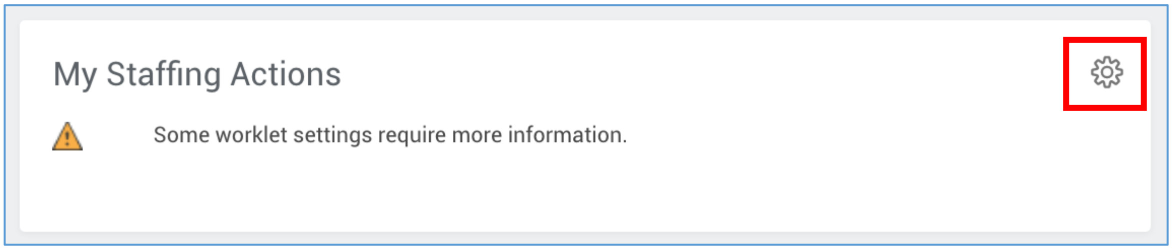
3) Click into the Worklet prompt menu. You can search for the My Staffing Actions worklet by clicking through the menu options or by typing **My Staffing Actions** and hitting **Enter**.



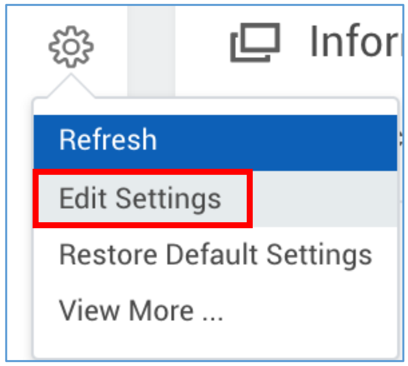
4) Once you have selected the My Staffing Actions worklet click **OK** at the bottom of the page.
5) Click **Done**.
6) The **My Staffing Actions** worklet is now on your Workday homepage under Applications. Click on the My Staffing Actions worklet icon.



7) Configure each report within the Worklet by clicking on the **Settings** icon.



8) From the menu that appears, click on **Edit Settings**.



9) Fill in the menu prompts and click **OK**.

10) Click **Done**.

11) The report will now show results.

You need to repeat steps 7-10 for each report within the Worklet.

NOTE: If you want to export the report results to Excel, click the **View More...** button below the report. Fill in the prompts to run the report again and you will see the **Export to Excel** button is available at the top right of the report results.