Checking Your To Dos

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This article will guide you in how to check your **My To Dos**, which are items that need your attention such as onboarding forms for new hires, open enrollment for benefits as an employee, and timesheets and time-off requests pending manager approval.

START HERE

1. From anywhere in Wurk, click the bell icon in the upper right corner. This opens an inbox of items needing your attention. From there, you can work with the items and see more details. Your inbox has two tabs, **Items** and **Checklists**. If you have Checklists assigned to you, these contain Items, so the easiest way to work with these is from the Checklists tab.



If you are using the mobile app, your To Dos are in your Inbox. Depending on how your company sets up notifications, you may also see an email alerting you about To Do items, which has a link you can click to see your To Dos.



Example New Hire To Dos

2. When you are first hired, HR typically assigns you onboarding forms using this checklist, such as your 19, entering your direct deposit information (if applicable), and submitting your tax withholding information.

My To Do Items 1 My Checklists 1	See your checklists on this tab.
 My Checklists 	© REFRESH
Onboarding (Full-Time) Jenes Leveron Created Mar 4, 2020, 5:24 pm O's complete	Onboarding (Full-Time) Includes Benefit Enrollment Link ▲ James Leveroni (DED) (123456789) ▲ Incomplete (0 out of 10) Started on Mar 4, 2020 Created Mar 4, 2020, 5:24 pm
HR Actions Checkliers Forms	٩ ٩
Onboarding (Full-Time) Includes Benefit Enrollment Link Incomplete (0 out of 10) Braned on 03,04/2020	0% DONTINAE
Your Information (4) 0% com	Verify/Update Personal Information
Verify/Update Personal Information	Please review your information, and make updates as needed. Effective Date your request to today, and when finished, click "Submit".
Verify/Update Contact Information	Update My Personal Information >
Add an Emergency Contact Enroll in Direct Deposit	Due Dune 08/18/2016(Overdue) Waiting On James Leveroni Vorkflow Status Not Started
Required Employment Forms (3) My Federal Tax Withholding	
My State Tax Withholding Form I-9 Employment Authorization	
Company Polices & 0% com Procedures (1) 0% com Employee Handbook	njura -
Employment Notices (1) 0% com	spinor
Benefit Enrollment (1) 0% com	spine

Example Employee To Dos

3. The example below shows an employee's To Dos with a Benefit Enrollment checklist needing completion. To work with a To Do Item, click on it in the left panel and then click **GO TO CHECKLIST** in the right panel.

	your checklists his tab.	Feedback
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E WÜrk	My Inventory Background Check	Feedback
Benefit Enrollment A Incomplete (0 out of 1) Started on 03/04/2020	0%	
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Benefit Enrolment Complete all ite on the checklist		Cathy Jones
Incomplete (0 out of 1) Started on 03/04/2220 Enroll in My Benefits (1) 0% complete Benefit Enrollment Complete all Ite	Benefit Enrollment Start Your Benefit Enrollment Process > ms	Mark as Complete

Example Manager To Dos

4. The example below shows a manager's To Dos needing review and approval, with a time off request in focus.

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My To Do Items 🔛 My Checklass 🔕				
← My To Do Items		8	end them your decision —	REJECT APPROVE
Select all (1/1) Find the Time Off Request			(T (0) •••
Approve/Reject Time Off Request	Approve/Reject Time Off Request Unpaid Minch Dougles (page		See the timesheet impacted	See other employees on the schedule
Collect Note HR Action Request Tomas Termin (OLD) Created Feb 27, 2020, 500 pm		See how much time off the employee has accrued Department Cutivation	e Off Counts) 🔀 Open Timeshee	1 📇 View Scheduled People
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Approve/Reject Timesheet Pe 9, 3337- Pe 23, 330 Dim Huley (DD1) Created Feb 23, 2020, 3:55 av	Total Hours 8.00		×	
Approva/Reject Timesheet Pels 3, 2020 - Neb 22, 2020 Mitch Douglas (0.00) Creared Feb 23, 2020, 2:55 am	Page 1 of 1 > 1-2x12 News View By: Nouse * Type Account To Convert Account Personal 0.00		ectulated Penaling Approval	REJECT APPROVE
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			0.052	

See Also: Managing Employee Timesheets