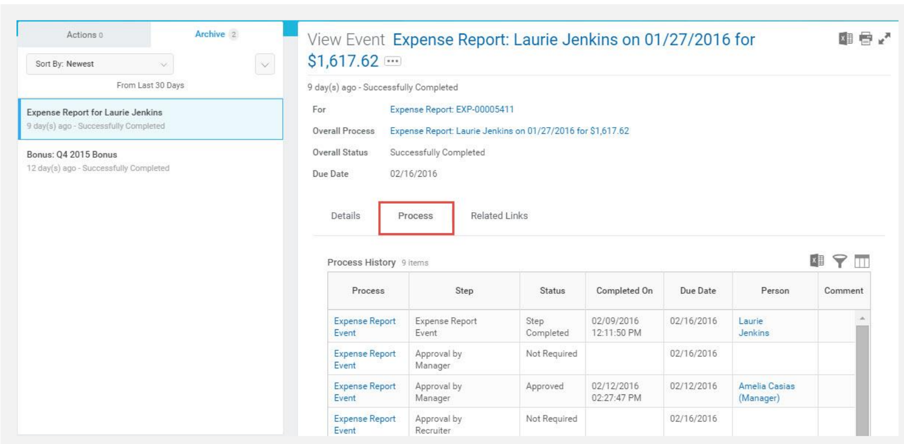
Check the Status of My Processes

To Review or check the status of a process:

1. Navigate to your inbox.
2. Click the Archive tab. Here you will see any business processes with which you have been involved in the last 30 days.
3. Click a task in the left-hand column to see the details, process history, and related links of the selected business process.



Compare My Team

Use the Compare Team task to analyze key worker attributes. From the Compare Team task:

1. Click the **Organization** prompt icon to select the organization to compare employees. Your security settings determine which organizations you can access.
2. Click **OK** to compare the employee's Job, Base Pay, Bonus, Stock, and Performance information.

Access Analytics During a Process

Embedded analytics are available on select business processes. To access analytics during a process:

1. Initiate a business process for a worker, such as My Expense Transactions or Request Compensation Change.
2. Click the **View Related Information** icon in the upper right hand corner of the task or data.