



How does a manager remove worked items from their worklist?

- Managers delete their worklist items by clicking on the Marked Work checkbox graphic.
- A warning will appear confirming whether this item should be removed. By clicking OK, the item will be removed from the worklist

How does a Reviewer or Processor remove worked items from their worklist?

- When an item is accessed via the worklist and is worked, this item should be removed from everyone's worklist on which it appears.

I am a Processor, why is my worklist not being automatically cleared when the items have been worked?

- Due to a PeopleTools issue, worklist items are not automatically being removed from the Reviewers and Processors worklists.
- Until the fix from PeopleSoft is applied, a clean up script will be run every other Friday to remove the items that have been worked but are still appearing on the Reviewers and Processors worklists.



What if the Reviewer or Processor did not access the item from the worklist but instead accessed it via the menu path?

- The item will stay on the worklist.
- The user can remove the item by:
 - Clicking on the Worklist link.
 - Changing any available field and hit tab.
 - Changing the field back to its original value.
 - Clicking Save.
 - The item should be removed from the Worklist.