



People and Money system

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Employee Guide- How to Access and Action Checklist Items

Employee

Estimated time to complete: Insert time

In Brief...

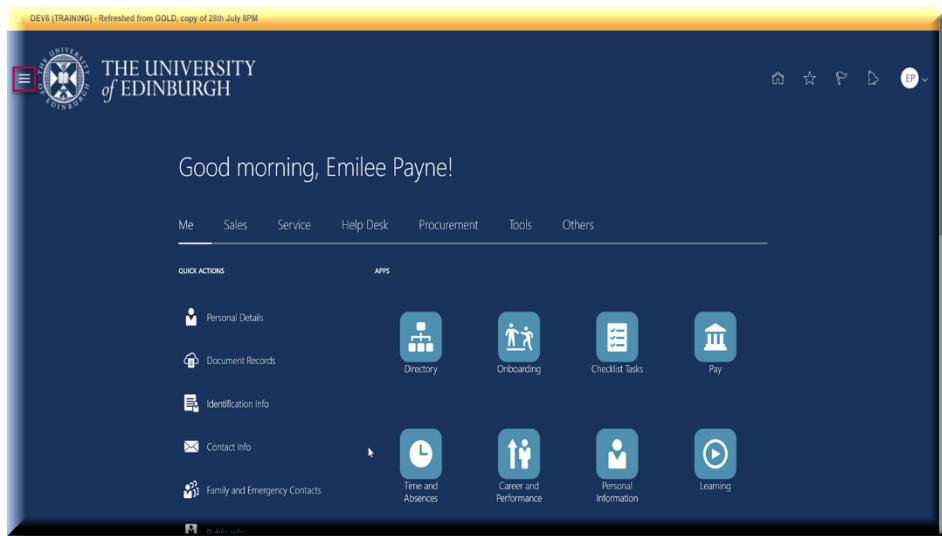
This is a simple overview of the process.

1. From the Home page, click the **Navigator**  menu on the top left icon.
2. Open the **Me** section, and then click **Checklist Tasks**  Checklist Tasks
3. Select **Current Tasks**  Current Tasks and then either **To Do for Myself** or **To Do for Others** based on what's relevant; **In-Progress Checklists**  In-Progress Checklists to view your progress; or **Completed Checklists**  Completed Checklists to see what's been completed.

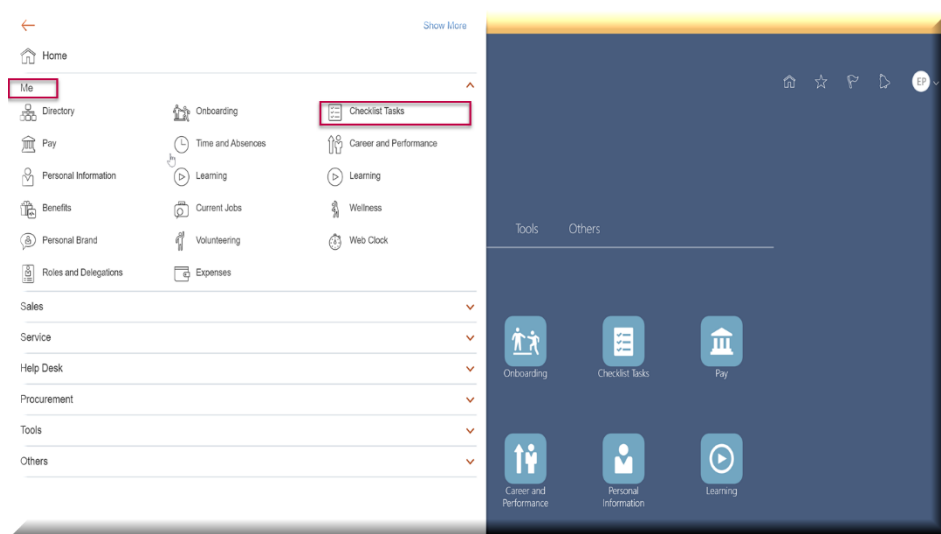
For detailed guidance, see the next section.

In Detail...

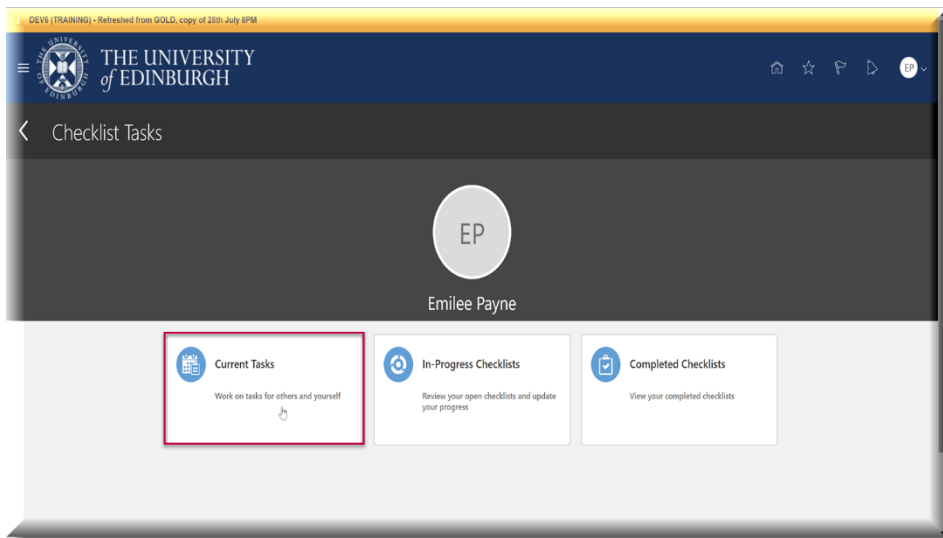
1. From the Home page, click the **Navigator** menu on the top left icon.



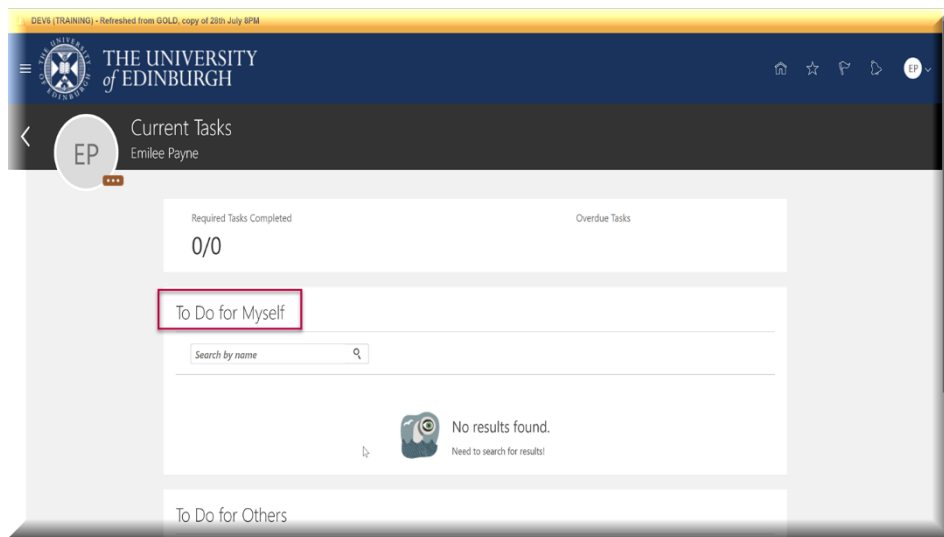
2. Open the **Me** section, and then click **Checklist Tasks**



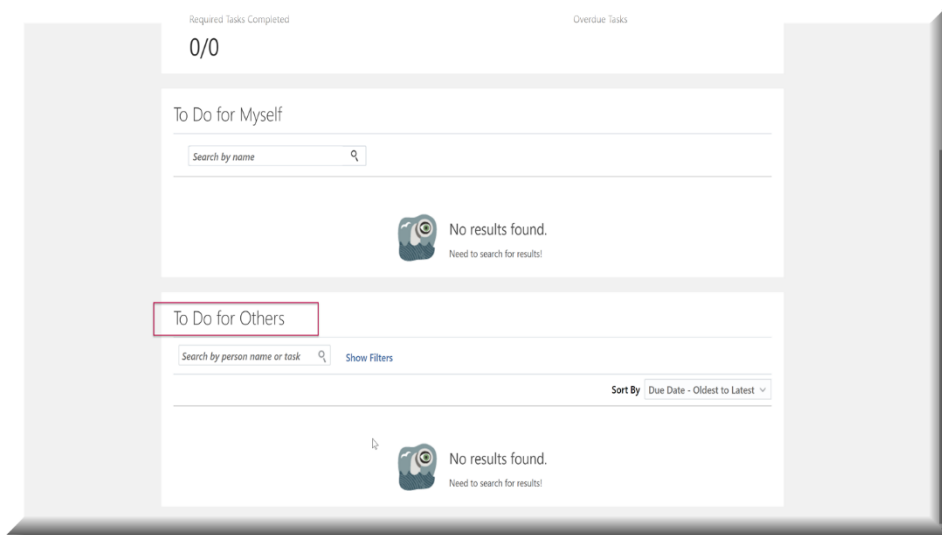
3. Select **Current Tasks**.



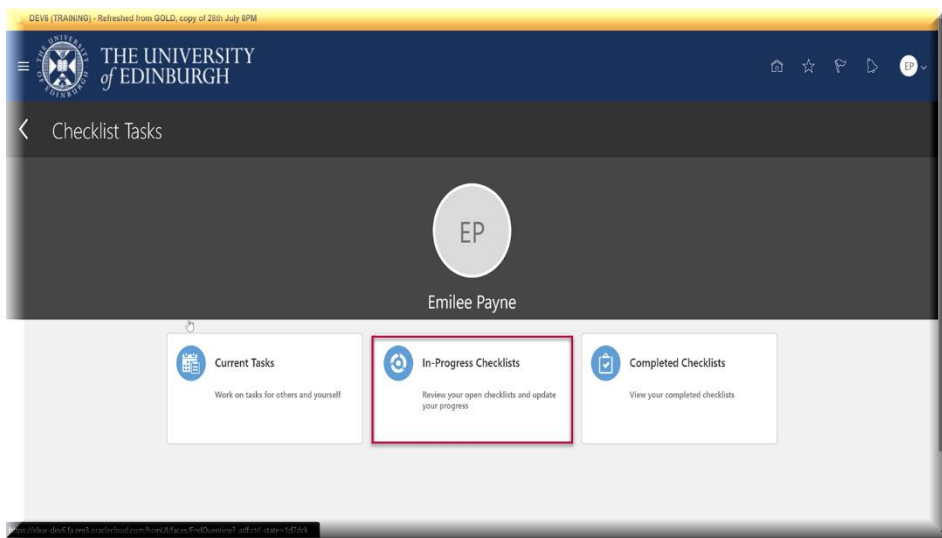
4. Then go to **To Do for Myself**



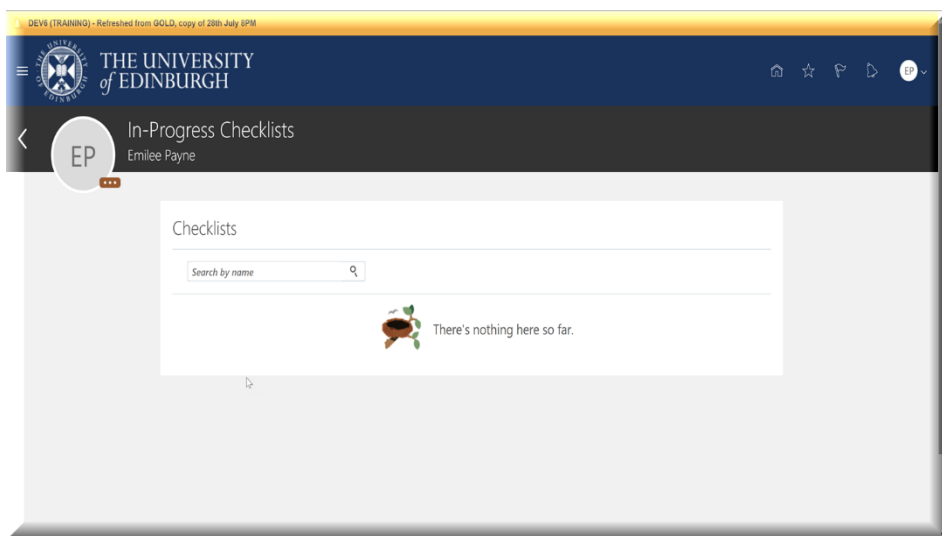
5. Then to **To Do for Others** based on what's relevant.



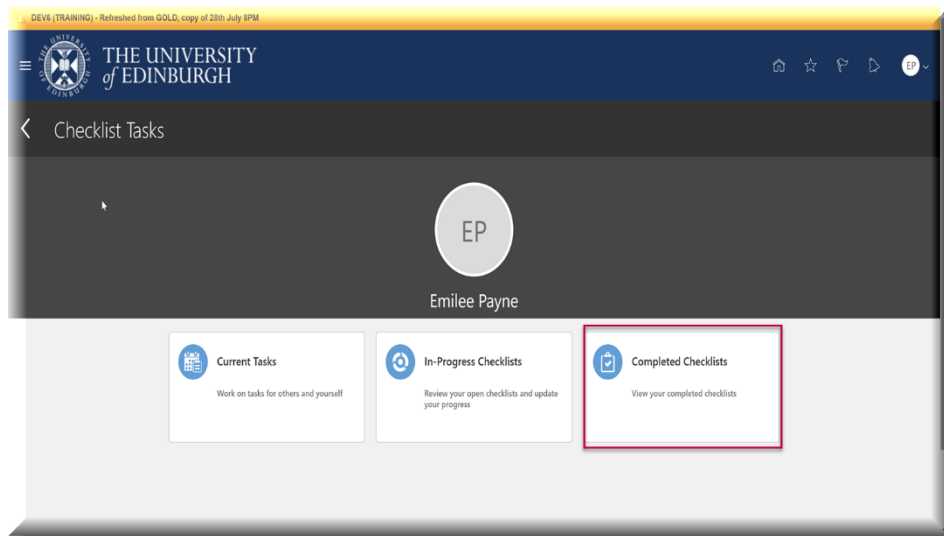
6. Go to **In-Progress Checklists** to view your progress.



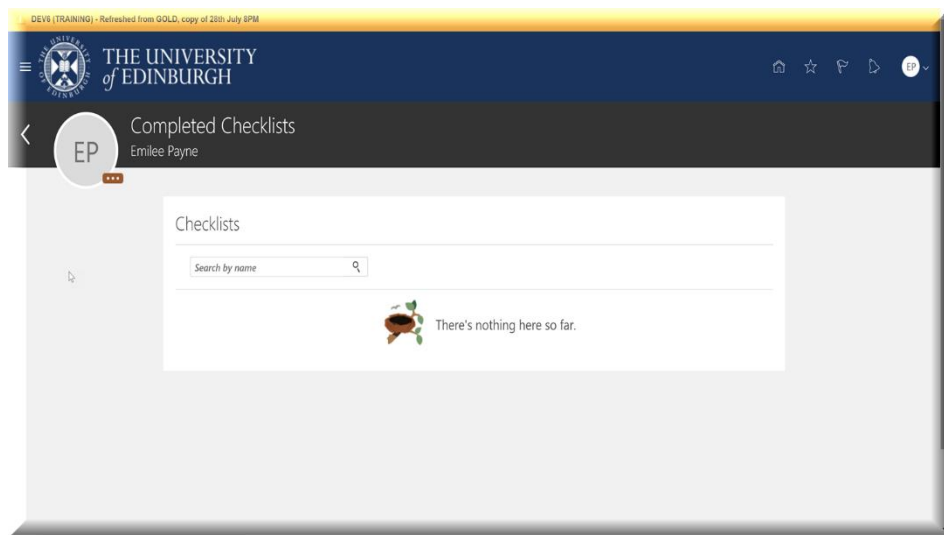
7. Then View.



8. Go to **Completed Checklists** to see what's been completed.



9. Then view.



Glossary

Please refer to Glossary