

Workflow overview

Press „Quick Links” tile on your homepage.

The screenshot shows a user's homepage dashboard. At the top, there is a navigation bar with a home icon, a search bar, and a user profile for 'Tomáš Marný'. Below this is a 'To-Do' section with five tiles: 'Review Performance' (3 reviews due in 58 days), 'Recruiting Approvals' (2 approvals due in 18 days), 'Conduct 1:1 Meetings' (3 people due anytime), 'Take Courses' (18 courses, 11 overdue), and 'Learning Approvals' (1 approval). Below the 'To-Do' section is a 'News' section with a 'Quick Links' tile highlighted by a red box. Below the 'News' section is a 'My Team' section with six tiles: 'Manage My Team' (3 reports, 3 require attention), 'Team Summary' (4 metrics available), 'Org Chart' (3 direct reports), 'Compensation' (0 favorites), 'Reports' (0 favorites), and 'JP REC Candidate Sources' (a donut chart showing sources like Corporate Site, Forwarded, Internal Referred, and Job Board).

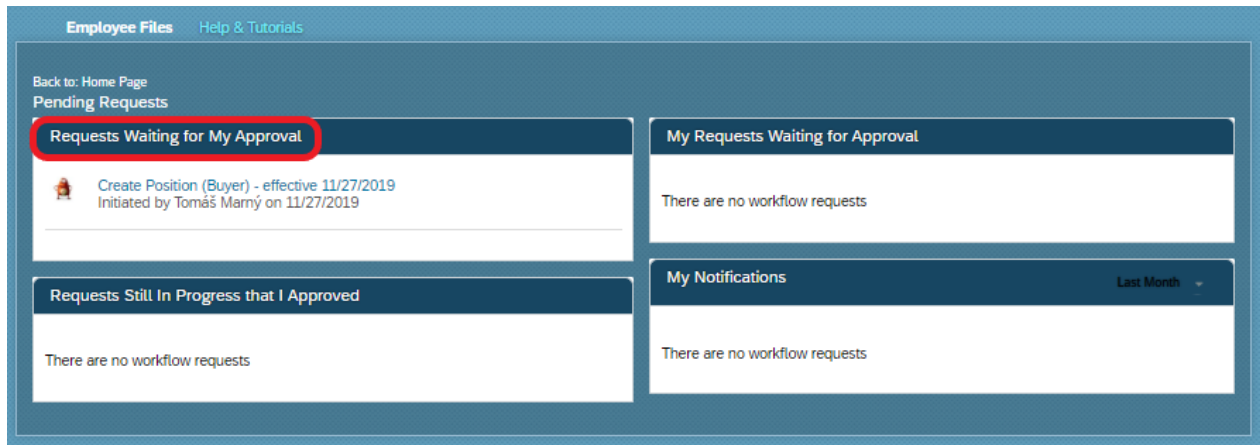
Choose „Pending Requests“ :

The screenshot shows the 'Quick Links' menu. At the top, there is a dark blue header with the text 'Quick Links'. Below this is a light blue bar with two tabs: 'Favorites' and 'Available'. Below the tabs is a list of links, each preceded by a yellow star icon. The links are: 'Org Chart', 'Company Structure Overview', 'Pending Requests', 'myFoxconn', 'Position Org Chart', 'Directory', and 'HR Pending Hires'. The 'HR Pending Hires' link is highlighted by a red box.

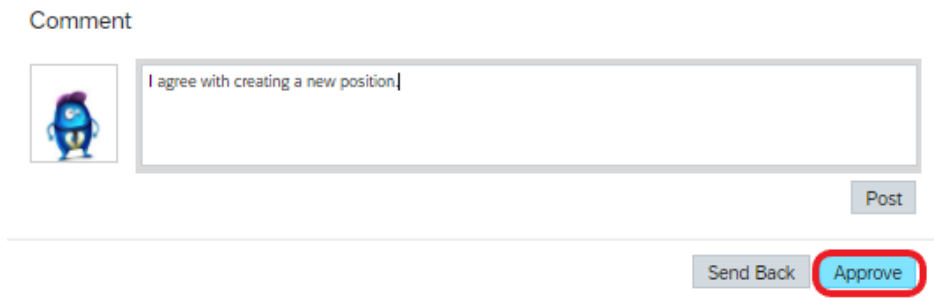
All pending request will appear. They are separated into 4 groups:

1. Requests waiting for my approval

- Requests that are waiting for your approval or send back



After clicking on the request you can enter a comment, approve the process or send it back.



2. Still in progress requests that I approved

- Requests that you have already approved or sent back, but waiting for another approval

You can find out here who else has to approve the request.

The screenshot shows a user interface for 'Pending Requests'. At the top, there are links for 'Employee Files' and 'Help & Tutorials'. Below that, a 'Back to: Home Page' link is visible. The main content is divided into two columns. The left column has three sections: 'Requests Waiting for My Approval' (with five items), 'Requests Still In Progress that I Approved' (highlighted with a red box, containing two items), and 'My Requests Waiting for Approval' (empty). The right column has two sections: 'My Requests Waiting for Approval' (empty) and 'My Notifications' (empty, with a 'Last Month' dropdown).

3. My requests waiting for approval


- Requests that you have created and waiting for another approval
- After opening the request you see his state and you can contact approval person or add a comment

This screenshot shows the same 'Pending Requests' dashboard. In this view, the 'My Requests Waiting for Approval' section in the right column is highlighted with a red box. It contains four items: 'Data Change , Anna jsem Fialová - effective 05/01/2020', 'Bonus for extraordinary performance in Cafeteria for Anna jsem Fialová - effective 04/01/2020', 'Data Change , Jana Včerejší - effective 04/01/2020', and 'Create Position (Buyer) - effective 11/27/2019'. The other sections remain the same as in the previous screenshot.


After clicking on request you can see „Activity” title, where are comments of approval participants and approval process.

Back to: Pending Requests Page

Workflow Details

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Post comments or Withdraw request.



Data Change for Anna jsem Fialová
 Initiated by Tomáš Marný on April 3, 2020
 Effective Date May 1, 2020
[View Workflow Participants](#)

Compensation Information


Compa Ratio **98.298%** ~~89.362%~~

Annualized Salary (AnnualizedSalary) **277,200 CZK** ~~252,000 CZK~~

Pay component recurring

Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 21,000	CZK	Monthly (1)	


Comment



Write a comment


[Post](#)

[Withdraw](#)



Anna jsem Fialová
 Assistant
 Central/Administration With holidays (CZ00)
 No Direct Reports

Activity



Initiated by Tomáš Marný on April 3, 2020.
 "pre approved salary increase after probation period, all condition fulfilled"

You can still post more comments for all approvers.

Back to: Pending Requests Page

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Post comments or Withdraw request.

Data Change for Anna jsem Fialová
Initiated by Tomáš Marrý on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)

Compensation Information
Compa Ratio **98.298%** ~~89.862%~~
Annualized Salary (AnnualizedSalary) **277,200 CZK** ~~252,000 CZK~~

Pay component recurring

Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 23,000	CZK	Monthly (1)	

Comment

[Post](#)
[Withdraw](#)

Anna jsem Fialová
Assistant
Central/Administration With holidays (CZ00)
No Direct Reports

Activity
Initiated by Tomáš Marrý on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"

The published comment will appear at the right part of the screen in „Activity” title. All the workflow participants can see your comment.

Back to: Pending Requests Page

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Post comments or Withdraw request.

Data Change for Anna jsem Fialová
Initiated by Tomáš Marrý on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)

Compensation Information
Compa Ratio **98.298%** ~~89.862%~~
Annualized Salary (AnnualizedSalary) **277,200 CZK** ~~252,000 CZK~~

Pay component recurring

Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 23,000	CZK	Monthly (1)	

Comment

[Post](#)
[Withdraw](#)

Anna jsem Fialová
Assistant
Central/Administration With holidays (CZ00)
No Direct Reports

Activity
Commented by Tomáš Marrý on April 3, 2020:
"Do you need any additional information?"
Initiated by Tomáš Marrý on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"

TIP: How do you find out where the workflow is waiting? Just click on „View workflow participants”, where you can also find out who exactly should the WF approve or who is informed about it (CC role).

Back to: Pending Requests Page

Workflow Details

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Post comments or Withdraw request.

Data Change for Anna jsem Fialová
Initiated by Tomáš Marný on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)

Anna jsem Fialová
Assistant
Central/Administration With holidays (CZ00)
No Direct Reports

Activity

Initiated by Tomáš Marný on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"

Then you the screen below will appear.

Workflow Participants

Approvers

- Evžen Parták**
HR Business Partn...
- Compensation and... Compensation and...
 Compensation and... Compensation and...
- Prokop Dveře**
HR Manager

Cc Roles

- HR Supervisor HR Specialist
- HR Administrator

[Close](#)

You can still post more comments for all approvers.

4. Requests to view as a contributor

- The list of requests you are informed about, but not approving

Back to: Home Page
Pending Requests

Requests Waiting for My Approval

Initiated by Personalistka Prvni on 11/26/2019

My Requests Waiting for Approval

Initiated on 03/30/2020 (Currently with Prokop Dveře)

My Notifications

Last Month ▾

You can still add a comment for explanation, which are visible for all approvals.

Back to: Pending Requests Page
Workflow Details

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Please review this request

Initiated by Personalistka Vedoucí on September 4, 2020
Effective Date October 1, 2020
[View Workflow Participants](#)

Compensation Information

Pay Range: **Min 31667 - Mid 39583 - Max 47500**
Pay Range Name: **Pay range for grade 14 (14)**
Compa Ratio: **65.685%** 62-162%
Annualized Salary (AnnualizedSalary): **312,000 CZK** 276.000-CZK

Pay component recurring

Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	26,000 23,000	CZK	Monthly (1)	Off cycle (extraordinary salary increase)

Comment

Write a comment

Post

Zato Nemůžu
Recruitment Specialist
Central/Administration With holidays (CZ00)
No Direct Reports

Activity

Workflow Participants

Approvers

Order	Name	Role	Status	Date
1	Evžen Parták	HR Business Partn...	Approved	September 4, 2020
2	Odměňování Kon...	Compensation and...		
3	Prokop Dveře	HR Manager		

Contributors

Tomáš Marný
Recruitment Mana...

Cc Roles

 Personalista Druhy HR Specialist	 Personalistka Prvni HR Administrator
 Personalistka Ve... HR Supervisor	

Close

Workflow overview

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myFOX manual