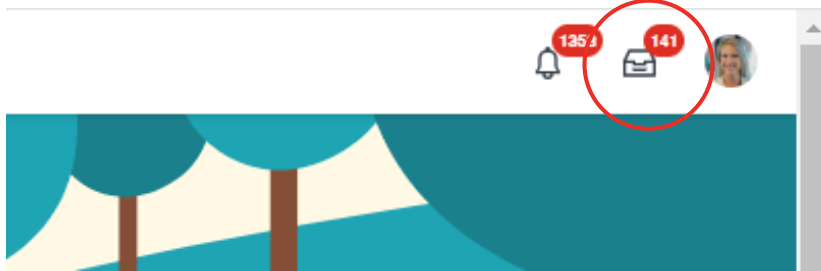
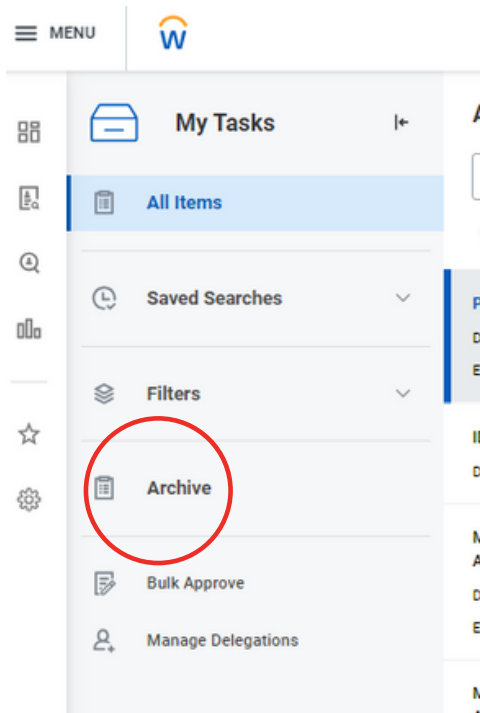


This is an overview of how to view the status of a process in Workday in which you have submitted.

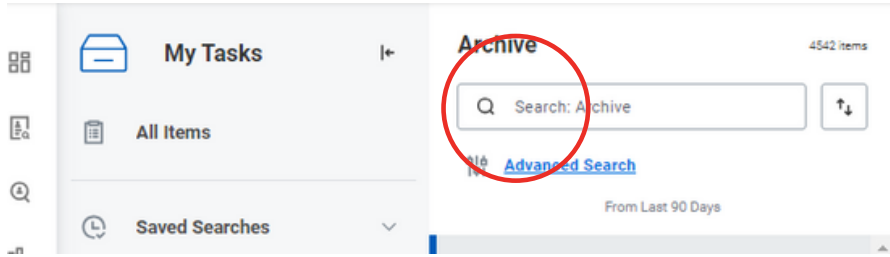
1. Log into Workday, and select your **My Tasks** icon at the top right.



2. Select **Archive**



3. In the **search bar** use a **key word** related to the task to find the task.



4. Select the task, and you will be able to see the overall process of the task and identify what step of the process it is on.

