

Employer Hub User Guide

Work Feed

The Work Feed is your work tray in Hub and contains all of the outstanding processes or 'Work Items' that have been started on Hub relating to any pension schemes you administer on the site. This is not just processes that *you* have started, but any items started by any of the Hub users attached to your scheme(s).

When you enter the Work Tray area on Hub, you will notice that there may be a list of processes on the main part of the screen, and an area called 'options' on the left.

The list of processes on the main screen will be any processes that have been assigned to your work tray. This means that you can action these processes.

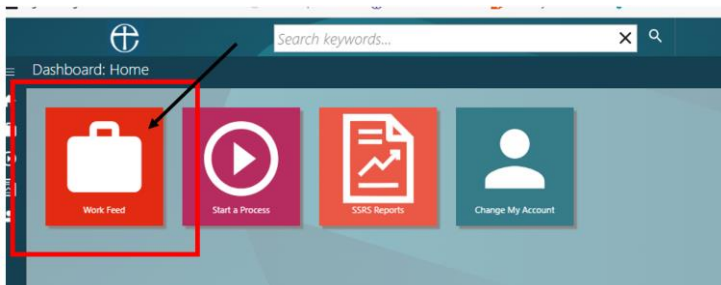
The options area on the left will list all the 'work trays' that you have access to. This will usually be your own work tray along with all the schemes that you administer on Hub. Whatever work tray is selected (has a tick next to their name) is the work tray you will view on the main part of the screen.

For processes to be actioned and completed, they must be assigned to a user.

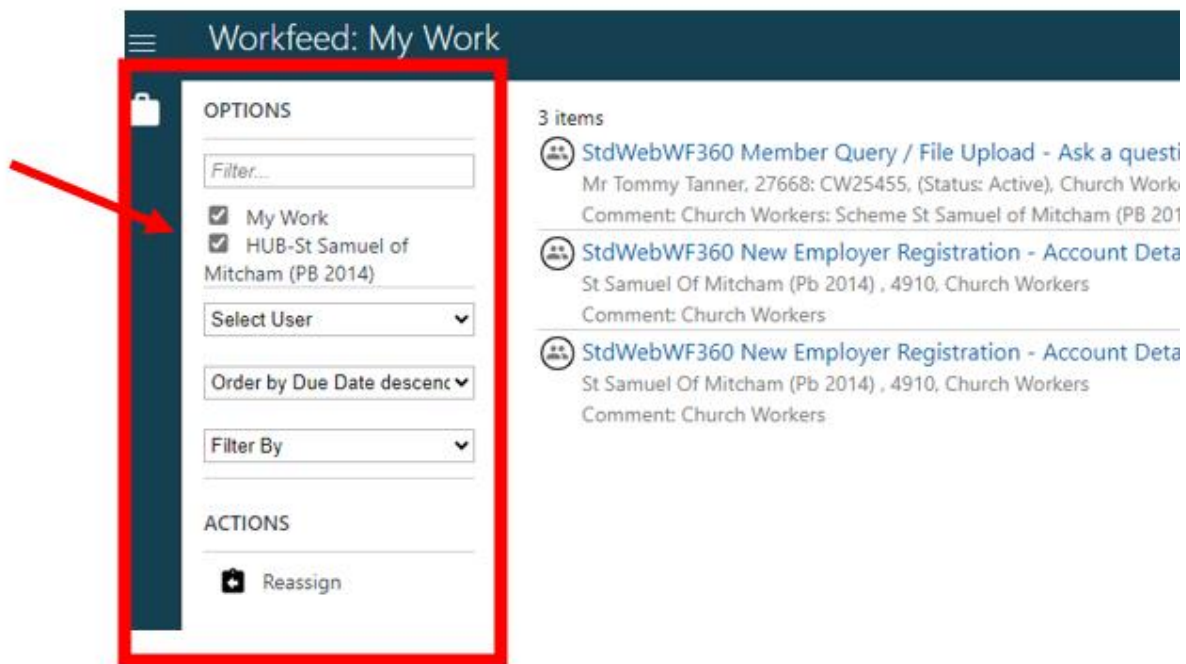
How to assign processes to a user

Any processes that you start on Employer Hub will create a Work Item. For processes/Work Items to be actioned and completed, they must be assigned to a user.

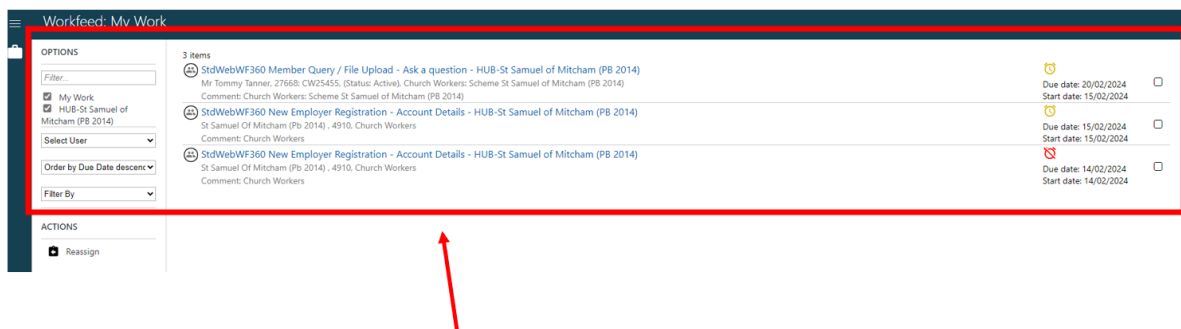
From the Home Page area, click on the Work Feed tile.



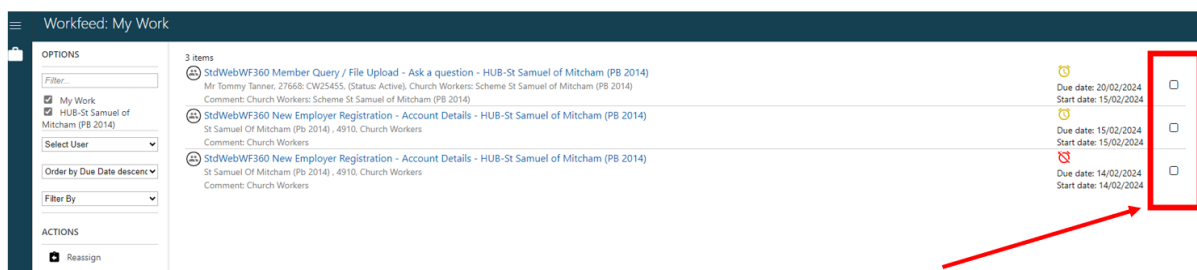
From the options pane on the left, select the employer/scheme that the process you want is related to.



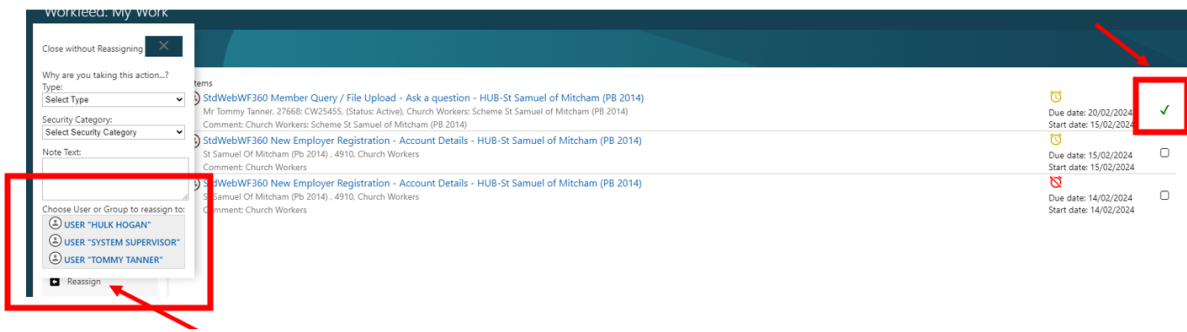
On the main page, you will now see any incomplete processes for that scheme that have not been assigned to a user. Find the incomplete process that you wish to assign to a user.



On the right side of the screen, you will see a tick-box for every process. Tick that box for the process you want to assign.



Once you have ticked that box, click on 'reassign process' button on the left and a list of all HUB users assigned to that scheme will appear. If you are only Hub user, then only your name will appear. Reassign the process to yourself.



This process will then be assigned into your Work Tray. You can check to see if the relevant process has gone into your tray by selecting the 'My Work' option in the Options pane, or you'll be able to see your username in the process description.