

Approving an Offer

1 Navigate to <https://impl.wd12.myworkday.com/structural1/d/home.html>



Welcome

It's Friday, March 21, 2025

Team Highlights

- [Blue Power Ranger](#)
- [Cal Ripken](#)
- [Clyde Drexler](#)
- [Dennis Maurer](#)

[View More](#) [Team Org Chart](#)

Announcements

1 of 2 < >

Open Enrollment is Live!
Open Enrollment is Live

Important Dates

You have no important dates coming up.

[Go to Team Calendar](#)

Timely Suggestions

[View All Announcements](#)

2 Click on your Inbox

The screenshot shows the 'structural1' user interface. At the top, there is a navigation bar with a 'MENU' icon, the 'structural' logo, a search bar, and a 'My Tasks' notification icon. Below the navigation bar is a banner image showing construction workers in safety gear. The main content area is titled 'Welcome' and includes the date 'It's Friday, March 21, 2025'. There are four main sections: 'Team Highlights' with links for Blue Power Ranger, Cal Ripken, Clyde Drexler, and Dennis Maurer; 'Announcements' with a yellow 'OPEN ENROLLMENT AHEAD' sign and the text 'Open Enrollment is Live!'; 'Important Dates' with the message 'You have no important dates coming up.' and a 'Go to Team Calendar' link; and 'Timely Suggestions' with the text 'Here's where you'll get updates on your active items.' and a 'View All Apps' link.

3 Locate Approval task

The screenshot shows the 'structural1' user interface with an approval task selected. The left sidebar shows a list of 'All Items' with a search bar and an 'Advanced Search' link. The main content area is titled 'Review' and shows the task 'Offer for Job Application: Home Depot - JR100503 Project Manager (C100440)'. The task is created on 03/21/2025. The 'Start' section is empty. The 'Details' section includes: Target Hire Date (Job Requisition) 03/28/2025, Hire Date 03/21/2025, Hire Reason Hire Employee > New Hire, Location Baltimore, MD, and Document Language English (United States). The 'Job Details' section includes Job Profile Project Manager 1.

4

Click in to each section of the inbox task to expand the view.

structural1
Hergenroeder

structural1 Search

Items 6 items

Search: All Items

Advanced Search

- Application for Job Application: Home Depot - JR100503 (Project Manager (C100440)) 03/21/2025 ☆
- Compensation Request: Eli Aviles 03/06/2025 ☆
Effective: 04/21/2025
- Compensation Change: Bryan Urquilla - Tech 3 02/05/2025 ☆
Effective: 02/10/2025
- Position: Blue Power Ranger 02/04/2025 ☆
Effective: 02/06/2025
Effective: 02/10/2025
- Position: Kimmy Kicker - Eli Aviles 02/04/2025 ☆
Effective: 02/06/2025
Effective: 03/31/2025

Salary

- Salary added

Compensation Grade Profile

- Annual USA added

Assignment Details

- 95,000.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 03/21/2025 added

Hourly

Allowance

Assignment Details

- 65.00 USD Monthly added

Plan Name

- Phone Allowance added

5

Click here.

structural1
Hergenroeder

structural1 Search

Items 6 items

Search: All Items

Advanced Search

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Effective: 02/10/2025
- Position: Kimmy Kicker - Eli Aviles 02/04/2025 ☆
Effective: 02/06/2025
Effective: 03/31/2025

Respondent Deb Wilmoth Wilmoth

Submission Date 03/21/2025

8 items

Question	Answers
Does the candidate need a Visa?	N/A
If the candidate is received a sign-on bonus, what is the clawback timeframe?	N/A
If the candidate is received a relocation bonus, what is the clawback timeframe?	N/A
Does the candidate need to attain a TWIC Card?	No
How much vacation will this Worker receive?	120 Hours

6

Approve, Send Back, Save for Later, Close are all available action buttons. If you click Send Back, you will be required to enter a reason.

The screenshot shows the 'structural' HR system interface. On the left, there is a sidebar with 'All Items' and a search bar. The main area displays a list of items, including 'Offer for Job Application: Home Depot - JR100503 Project Manager (C100440)'. A detailed view of this offer is shown on the right, containing a table with questions and answers, a 'Process History' section, and 'Attachments'. At the bottom of the detailed view, four action buttons are highlighted with an orange box: 'Approve', 'Send Back', 'Save for Later', and 'Close'.

Question	Answer
How much vacation will this Worker receive?	120 Hours
Is this Worker eligible for PTO?	No
Will this candidate receive temporary housing?	No
Is this candidate eligible for a company provided vehicle?	No

Process History

- Deb Wilmoth Wilmoth Offer - Submitted (3 minutes ago)
- Service: Onboarding Plan Assignment - Step Completed (3 minutes ago)
- Deb Wilmoth Wilmoth Complete Questionnaire - Step Completed (2 minutes ago)
- Approval by Manager - Not Required
- Approval Chain by Manager - Not Required
- Alaric Hergenroeder Approval Chain by Manager - Awaiting Action

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Click "Submit"

The screenshot shows the 'Send Back' dialog box overlaid on the HR system interface. The dialog box has a title 'Send Back' and two input fields: 'To' and 'Reason'. The 'To' field contains 'Deb Wilmoth Wilmoth - Offer' and the 'Reason' field contains 'offer is not correct'. There are two buttons at the bottom: 'Submit' (highlighted with a yellow circle) and 'Cancel'.