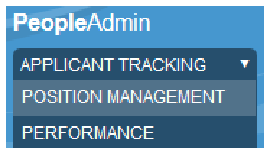
Approve a Position Description

People Admin 7 Quick Guide

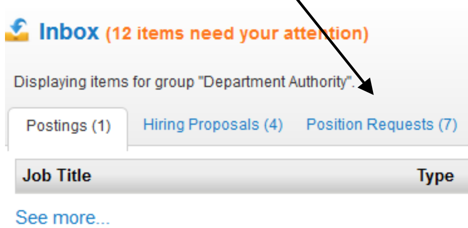
This document will explain how to approve a Position Request. Find the Position Request using the Inbox or by searching for it. Follow the appropriate instructions below:

Using the Inbox:

1. Log in and select the appropriate user role.
2. Select Position Management from the Module Menu.

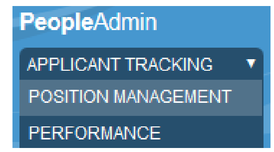


3. Click the "Position Requests" heading in your Inbox.
4. Positions awaiting approval should appear in the list. Click one.



Searching for a Position Request:

1. Log in and select the appropriate user role.
2. Select Position Management from the Module Menu.



3. Select Faculty or Staff Position Requests from the Position Descriptions menu.

4. Search for the Position in question. You may search using Operating Title, Position Number, Department, etc. See the Navigation and Search Manual for more information. Click one.

Approving the Request

5. Review the information on the Position Summary Page. If there are errors, choose a "Return" workflow step from the Take Action menu.

6. If there are no errors, choose an "Approve" workflow step from the Take Action menu, to move it to the next Approver or Create the Position (in the case of Campus HR).