## **Approvers Guide**

Hiring Unit will submit an action to approvers for position vacancy to be filled, new position descriptions and reclassifications.

		7			Water List Postion Management
			Home Position Descriptions	My Profile Help	Michelle Balliet, you have 2 messages. Dean/Director/AVP
elcome to your Online	Recruitment System				
Inbox (68 items need you Displaying items for group "Dean/Dirr Postings (10+) Himg Proposits (	ector/Avp*				Shortouts Create New Staff Pusting Create New Administration Posting Create New AFSCME Posting Create New Faculty Posting
Job Title See more	Туре	Current State		Owner	My Links
					Useful Links Training Videos (Go here for helpful videos for staff training on the use of PA7.)

## Exhibit 1

When the approver logs into the system, he/she will need to select "Position Management" (Exhibit 1) from the top navigation to see the actions needed for approval in their "Inbox". You can click on the action(s) that need to reviewed or click on the Position Request tab (Exhibit 2) and see all actions and what their current status is.

To review the action, click on the position title and the system will redirect you to the action summary page.

				Michelle Balliet, you have 2 messages. Dean/Director/AVP 💌 C
elcome to your Online Recruitment S	ystem			
Inbox (59 items need your attention)				Shoricuts
Displaying items for group "Dean/Director/Arp". Postings (10+) Hinting Proposals (1) Postion Requests				Cireate New Statt Posting Cireate New Administration Posting Cireate New PSCME Posting Cireate New Pacuty Pacing
Title Type		Current State	State Owner	
	on Description sition Description	Dean/Director/AVP Dean/Director/AVP	Dean/Director/AVP Dean/Director/AVP	My Links
See more Click to review acti summary	on			Useful Links Training Videos (Go here for helpful videos for staff training on the use of PA7.)
lick "See More" for all ctions pending approval Watch List (3 ttems)	Positions which are no Dean/Director level w			Your Applicant Portal (How Applicants access your PeopleAdmin system)
Postings (1) Hiring Proposals (0) Position Requests	(2)			PeopleAdmin Community - Customer Portal Login (best practice library, customer support portal, customer community)
Job Title	Туре	Current State	State Owner	summery)
Emerging Technologies Librarian	Faculty	Posted	Search Committee Chair	

Exhibit 2

The action can be edited by, clicking on "Edit" next to the position title at the top or by accessing only a selected section and clicking "Edit" next to the section (Exhibit 3).

Note: changes made by the hiring unit will be visible in the field. See Justification for Action in example below.

		(intox) PeopleAdmin (Watch List) Poortion MavAgement •
	Home Position Descriptions   My Profile Help	
		Michelle Balliet, you have 2 messages. Dean/Director/AVP C logout
Position Requests 7 = 7 Modify Position Description / Clinic Clerk 7 Summary		
Modify Position Description: Clinic Clerk (St Current Status: Dean/Director/AVP Position Type: Staff Department 36000 - Optiometry Dean Office Summary History Settings	by clicking "Edit"	Take Action On Peobler Request +
Justification	n be made by section by "Edit" next to the section.	
Justification for Action Do you intend to recruit for this position immediately Currently: blank	Hiring Unit changes will be visible by indicating what the position information started with in gray and the new information in black.	
Supporting Documentation		
<ul> <li>Justification and Supporting Documents Edit</li> <li>No documents have been attached.</li> </ul>		

## Exhibit 3

	1000		With List People/dmin Wath List Position MANAGEN
	Home Position Descriptions	j My Profile Help	Michelle Balliet, you have 2 messages Dean/Director/AVP

## Exhibit 4

To move the action, click on the orange Take Action On Position Request **\*** "Take Action on Position Request" icon. The list of options are as follows (Exhibit 4):

- Keep Working on this Action: This will keep the action at the approver level at which it is currently until the approver moves it.
- Vice President (Move to Vice President): Approve the action and send to the VP (next approver) in the workflow.
- Return to Hiring Unit: This will return the action to the hiring unit. Possibly for correction or denial. The comments section will provide an opportunity to instruct the hiring unit what action to take next.
- Return to Supervisor/Manager: This will return the action to the last approval level. Possibly for correction. The comments section will provide an opportunity to instruct the Supervisor/Manager approval level what action should be taken next.

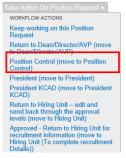
If the position action is a request to establish a new position, there are some additional approval levels.

At the Vice President level the action may need to be submitted to the President if the following conditions apply.

- Position vacancies with a requested salary of \$60,000 or greater require Presidential approval.
- o New positions with a requested salary of \$40,000 or greater require Presidential approval.

Note: This will apply in most cases to positions classified as Administrative and Faculty.

New Positions will require the action to be submitted to Position Control before sending back to the hiring unit. The last approver in the action (see above) will have the option to send to Position Control.



After the last required approval is obtained, select "Approved – Return to Hiring Unit for recruitment information. This will send the action back to the hiring unit so they can prepare for posting.

