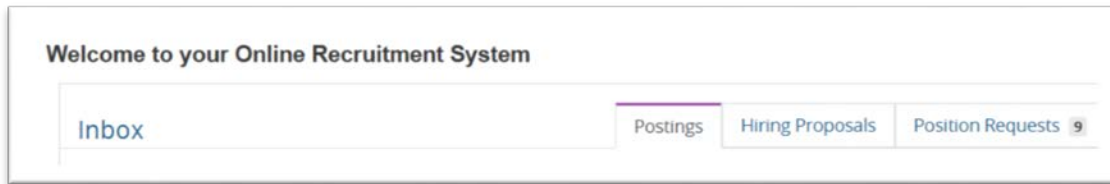


Review & Approval

Check your settings: Approver Title (User Role) Home (Tab)



Pending requests will appear in your Inbox (**Postings, Hiring Proposals, Position Requests**).



TITLE	TYPE	CURRENT STATUS	DAYS IN
Assistant Lecturer Chemistry Physics	New Position Description Faculty & Professional Staff	Department Head	454
Assistant Lecturer 4200 Mathematical Sciences	New Position Description Faculty & Professional Staff	Department Head	447

Postings: positions to be approved to be posted.

Hiring Proposals: an applicant has been identified for a position. If the compensation requested in the proposal is over the approved amount than this will be the first step through the full approval process.

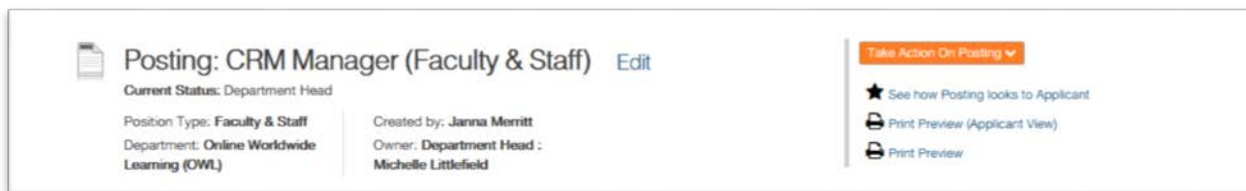
Position Requests: job descriptions that are new or have been modified and need approval.

1. Click on the **Position Title** under the appropriate tab.
2. **Review details.** There are tabs with information about the request. There are three of particular interest:

Summary – A complete overview of the request

History – A timeline account of the workflow submissions, including comments added by previous users

Settings – Displays the Division/College and Department names



- **Take Action on Item.** Hover over the orange “Take Action...” button for a list of options. When you choose an action, a dialogue box will display with the option of adding Comments for permitted users to read.
- **Approve.** Choose “Approve” and move request to next role
- **Return to a previous user.** If a request requires changes before an approval will be granted, you may return it to the applicable user with instructions.

