Approve a Job Offer (Personnel Recommendation)

Concept

Warning:
Do not allow a New Hire or Reappointment to begin work prior to the start date set or approved by the Department of Employment.

Purpose
PeopleSoft offers two types of workflow notifications: worklist and email. Although this lesson focuses on workflow email notifications, you may also review workflow tasks via the worklist page. When you receive an email notification, the notification may include a link to the PeopleSoft system where you will perform the necessary work.

A worklist is an organized list of the work items awaiting your attention. Select items to work on from a worklist, and an item automatically returns the pages that you need. This enables you to bypass any other navigational structure and work directly from the worklist.

Assumptions

¬ Job Offer has been created and submitted in PeopleSoft.

Responsibility/Role

¬ Managers, Recruiters
Procedure

When you are using a workflow-enabled application, the most obvious change in your day-to-day operations is the use of work lists.

In this topic, you will approve a job offer from an email notification. Workflow will send an email to your Howard University email account.

Home > Worklist
1. Access your Howard University Microsoft Outlook program. When you receive an email with the Subject line starting with: Your Approval is Required... you have workflow to approve. You can click the provided link to be taken directly to the item that requires your approval.

   Click the Notification Link provided in the email.

2. Release the mouse button. If you are not logged into the PeopleSoft application, the link in the step above will open the login page of PeopleSoft. Once you login, the system will direct you automatically to the Job Offer that requires your approval.

   If you are already logged in to PeopleSoft, the notification link takes you directly to the worklist item that requires your approval.

   After you review the information presented, use the Scroll Bar to move to the bottom of the page.
### Business Process Document
#### Approve a Job Offer (Personnel Recommendation)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>After you review the information, click the <strong>Approvals</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>You are Abigail Johnson, the hiring manager and first step approver. Notice that the box with your name has a status of Pending. You must enter justification and/or comments in the <strong>Comments</strong> field. Enter &quot;<em>Offer approved needed to expand department.</em>&quot;.</td>
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</tbody>
</table>
| 5.   | Click an entry in the list that describes the approval status. Choices include:  
  
  - **Approved** - the request is approved. You must enter comments specific to the Offer Approval.  
  - **Deny** - the request is denied. It will be cancelled by the system and cannot be reused. You must enter comments justifying the denial.  
  - **Pushback** - the request is denied but sent back to the requestor. You must enter comments justifying the recycle with instructions for change. After the requestor makes the changes it can be resubmitted through workflow for approval.  
  
  Click the **Approve** button. |
| 6.   | Your approval box will turn **Green** and will have a checkmark to the left of your name. Note that your action has been date- and time-stamped. Your comments are also date- and time-stamped. |
| 7.   | Click the **Home** link. |
| 8.   | Congratulations! You have completed the Approve a Job Offer business process. **End of Procedure.** |