Approving a Position Request

Trigger:

Concept

Job Aid and Business Process

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
The Position Request page provides a paperless method for departmental managers to submit a request for a new position. With all work done online, all interested parties can monitor the request as it progresses through the approval levels to completion. The requestor supplies basic information about the position (job code, department, reports to, etc.) and enters the proposed funding source(s).

The Position Approval page is used to enter and monitor the approvals required to complete the creation of the position.

Assumptions
→ A Position Request form has been submitted.

Responsibility/Role
→ Managers, Provost, VP, Benefits Department, Budget, Department of Employment.
## Required Field(s)
- Selection of Work List Item
- Position Approval Tab
- Manager Status
- Add Row in Comment Section for Justification
- Save
- Work List as Mark Worked

## Output - Results
Request is forwarded to next approver.

## Additional Information
None
Procedure

When the Requestor or Approver completes the information on the Position Approval page, the request is forwarded to the Worklist of the next approver.

In this exercise, you are the approver for a Position Request.

Home > Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to your Worklist. (You can use the link at the top, or the menu on the left.) Click the Worklist link.</td>
</tr>
</tbody>
</table>
### Step 2

The *Worklist* page will display.

Locate the item you want to approve and click the link for that item.

Choose **100000050..0..0.NEW**

![PeopleSoft Worklist](image)
### Step 3

The **Position Request** page displays. Review all information for accuracy. This is what you are approving. Click the **Position Approval** tab.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The <strong>Position Request</strong> page displays. Review all information for accuracy. This is what you are approving. Click the <strong>Position Approval</strong> tab.</td>
</tr>
</tbody>
</table>
Step 4.
The Position Approval page displays. Click the Manager Status dropdown button to activate the menu.
### Step 5.
- Click an entry in the list.

**Approved** - the request is approved. You must enter comments specific to funding information for the incidental pay request i.e. FRS number, position number, department id, etc – anything that will define the justification for the position request.

**Denied** - the request is stopped from moving forward. It will be cancelled by the system and cannot be reused. **Enter Comments justifying use of Denied.**

**Recycled** - the request is denied but sent back to the requestor with instructions for change. After the requestor makes the changes it can be rerouted through workflow for approval. **Enter Comments justifying use of Recycled.**

Let's approve the position. Choose **Approved**
Step 6. You must enter a justification and/or a comment.

To add a comment, click the **Add a new row at row 1** button.
Step 7. Enter the desired information into the **Justification** field. Enter "Manager Approved-rnhubbard-2-14-08".
Step | Action
---|---
8. | You have now completed the action to approve the Position Request. Before you click the Worklist link again, remember to save this approval! Click the Save button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>There is one more step in this approval. Click the <strong>Worklist</strong> link to return to the <strong>Worklist</strong> page.</td>
</tr>
</tbody>
</table>

![Image of PeopleSoft interface](image-url)
## Step 10

Locate the request that we just approved - # 10000050 and click the **Mark Worked** button.

This will remove the item from your worklist.
Step | Action
--- | ---
11. | Notice that the approved item has been removed from your worklist. It has been moved to the worklist of the person next in line to approve or process. Click the **Home** link to return to the *Home* page.
### Step 12

Congratulations! You have completed the Approve the Position Request process.  
**End of Procedure.**