Approvers Guide

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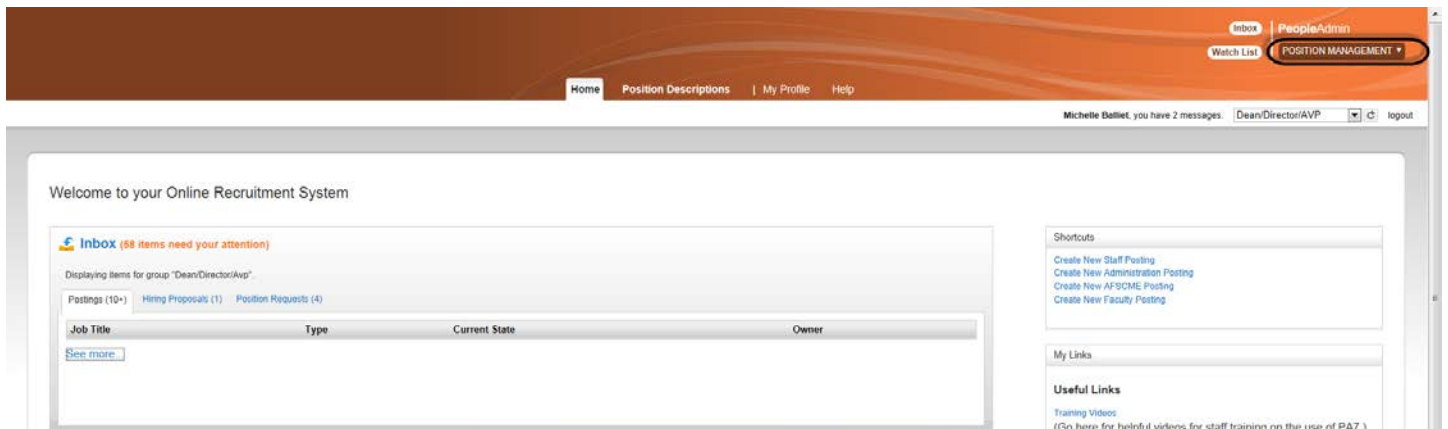

Exhibit 1

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.
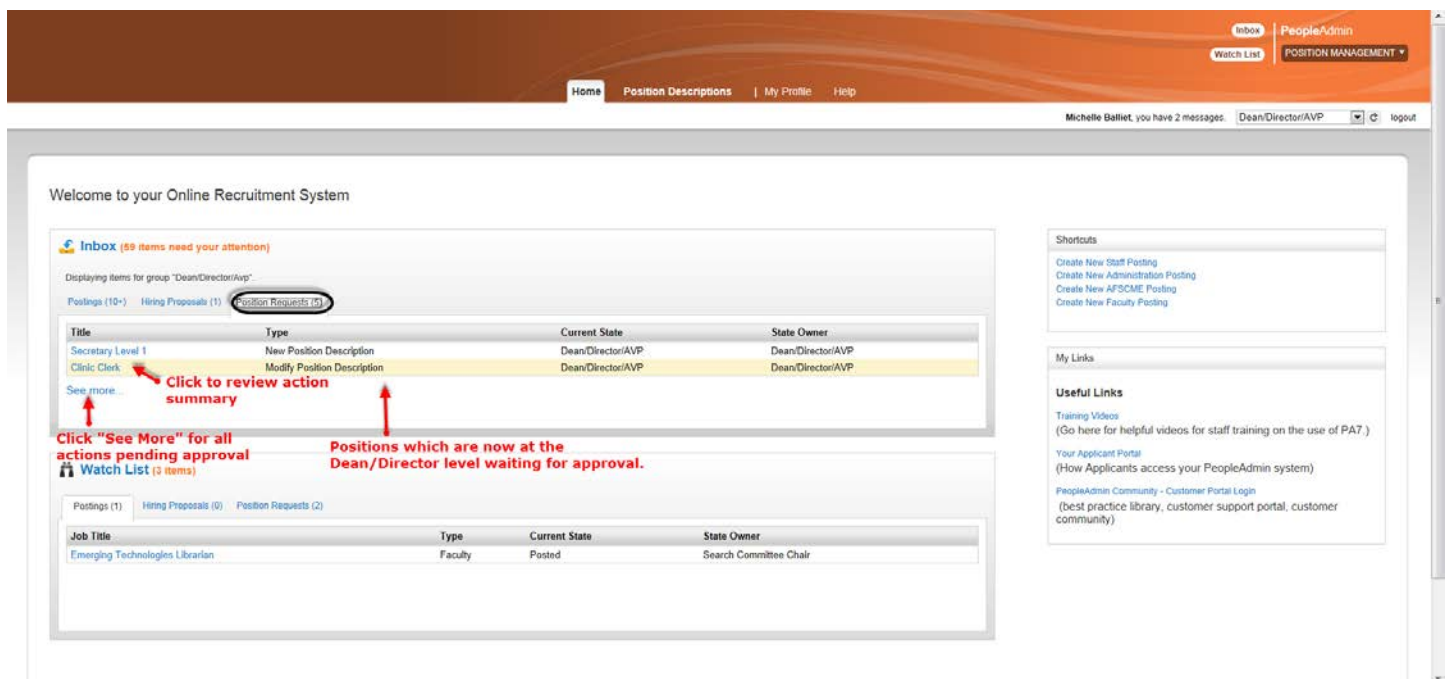

Exhibit 2

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.
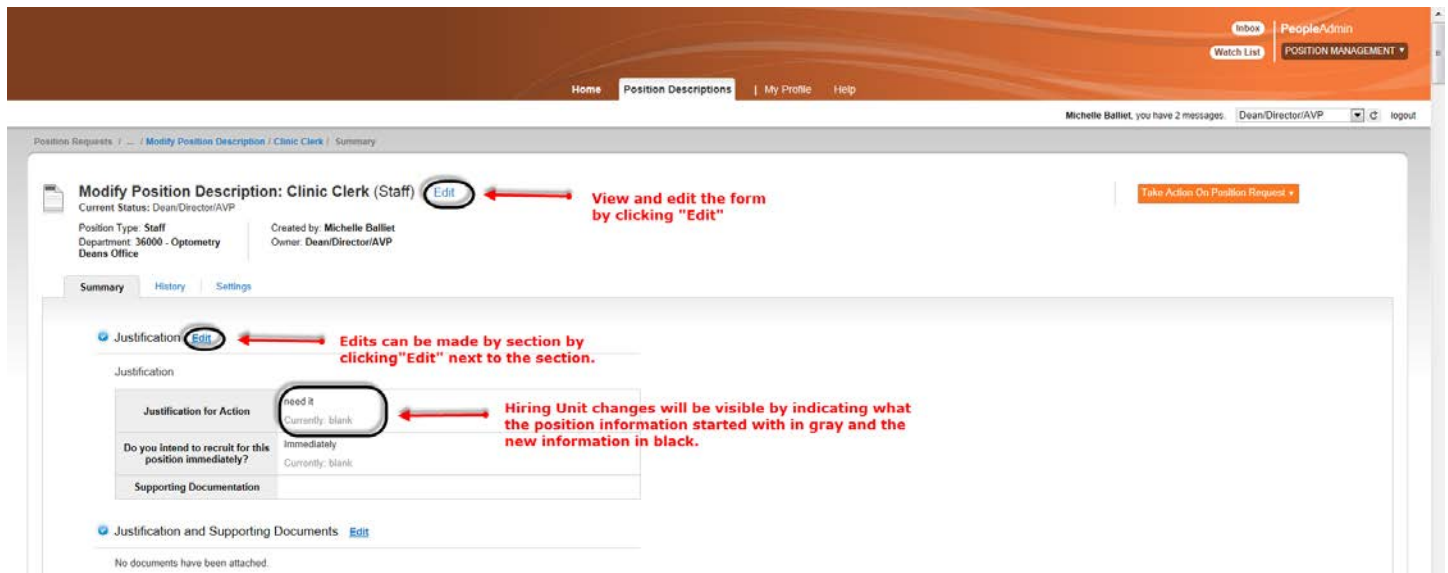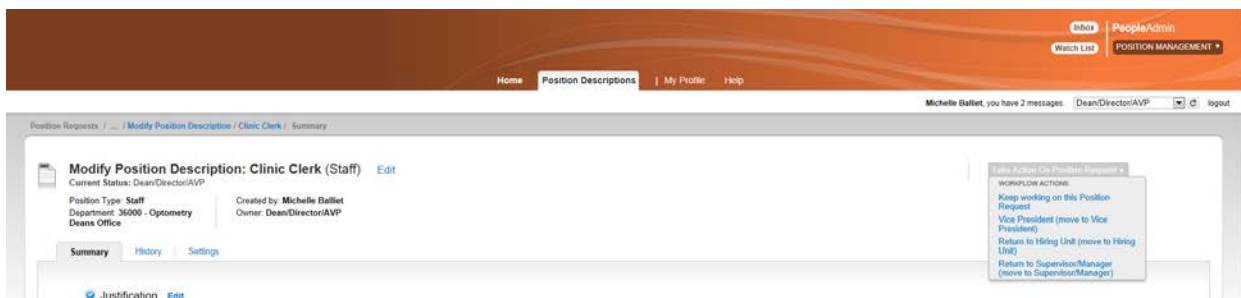

Exhibit 3

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):

- o Keep Working on this Action: This will keep the action at the approver level at which it is currently until the approver moves it.

- o Vice President (Move to Vice President): Approve the action and send to the VP (next approver) in the workflow.

- o 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.

- o 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.

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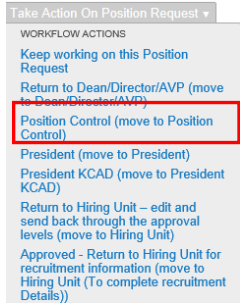
After the last required approval is obtained, select "Approved – Return to Hiring Unit for recruitment information. This will send the action back to the hiring unit so they can prepare for posting.