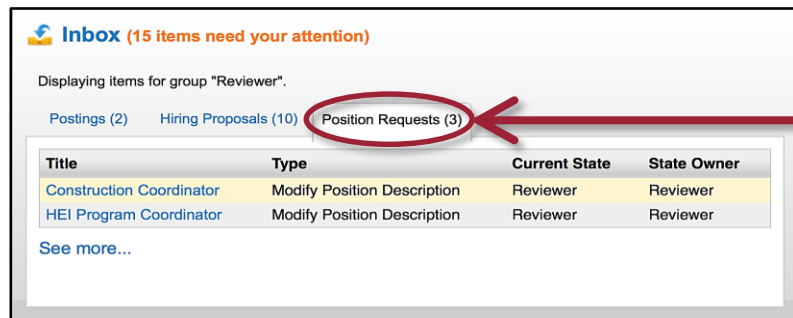


Quick Reference Guide: Approving a Position Description

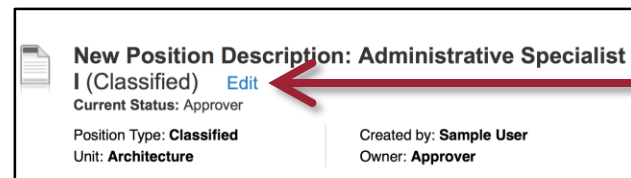
Instructions: Use the following steps to **Approve a Position Request** in PeopleAdmin 7. After you approve a Position Request, you will move the **Position Description** to the next workflow state.

1. Click the **Position Requests** tab in the **Inbox**.
2. Click the **Position Request** you wish to view.



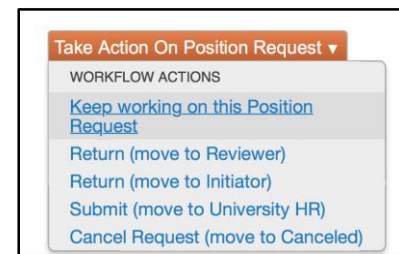
3. Review the **Position Description** summary.

Note: Click edit to make any necessary changes.




4. Hover over **Take Action On Position Request** and select the appropriate workflow state for your organizational structure.

Note: If you are an Initiator, your action will be sent to Reviewer. A Reviewer can send to the Approver or return to the Initiator for changes. An Approver can submit to HR or return to the Reviewer or Initiator for changes.



Submit means you have approved the Position Request. **Return** means the position request is not approved and needs revising. Be sure to note in the comments box an explanation for your action.

You should see a green bar appear at the top of the page. A green bar means the **Position Description** has successfully been routed for review. The Current status will also change from **draft** to the appropriate workflow step. If you see a **red bar** the action you were trying to take was unsuccessful, go back and review the noted sections.

 Position Request was successfully transitioned

 Unit cannot be blank