Approve an Action
PeopleAdmin

When you receive an e-mail notifying you: “An action has been sent for your review,” complete the following steps.

1. Login to the PeopleAdmin System with your W# and university password.  
   Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings.

2. Click on the Pending Actions link on the left side of the screen.  
   A list of all your pending actions will display.

3. Click on the View link below the Official Job Code Title of the position you want to review/approve.  
   A summary page will appear. You can review by scrolling through the summary or edit the action by clicking the Edit link at the top of the page.

4. To approve the action, select the radio button beside the appropriate next level approver in your approval chain.

5. Click the Continue button.  
   The Confirm Action Status page will display.

6. Click the Confirm button.  
   You will be taken back to the Pending Actions page. Approval has been completed and the action has been moved to the next level approver.