



How Do I? 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 you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings.

Active Postings							
To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.							
Active							
40 Records							
Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Graduate Student Counseling Intern View	Student Counseling Interns	0600242	4	08-13-2008	Open Until Filled	Counseling & Human Development	Posted

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

Pending Actions							
17 Records							
Official Job Code Title	Business Title	Action Number	Status	Action Type	Date of Last Action	Department	Position Number
Assistant Coach View	Int PT Asst Cheerleading Coach	002151	Sent to Dept Head	Advertise and Replace for Existing Unclassified & Faculty Positions	09-19-2008	Athletic Department	50382980

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.*

Edit		Printer-Friendly Version
Action Status		
<input checked="" type="radio"/>	Save	
<input type="radio"/>	Send to Dept Head	
<input type="radio"/>	Send to AWP	
<input type="radio"/>	Send to Sponsored Research/Grant	
<input type="radio"/>	Send to VP	
<input type="button" value="CANCEL"/>		<input type="button" value="CONTINUE"/>

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.