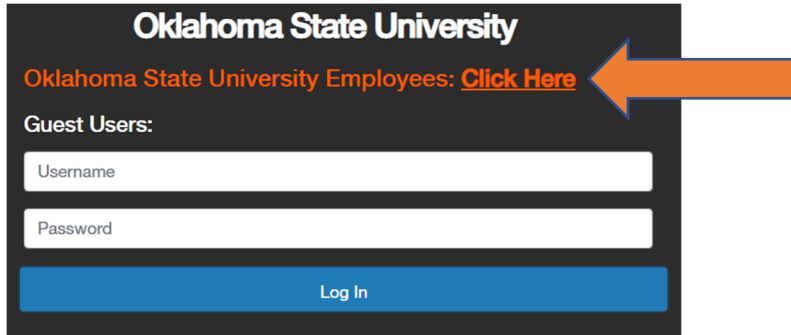


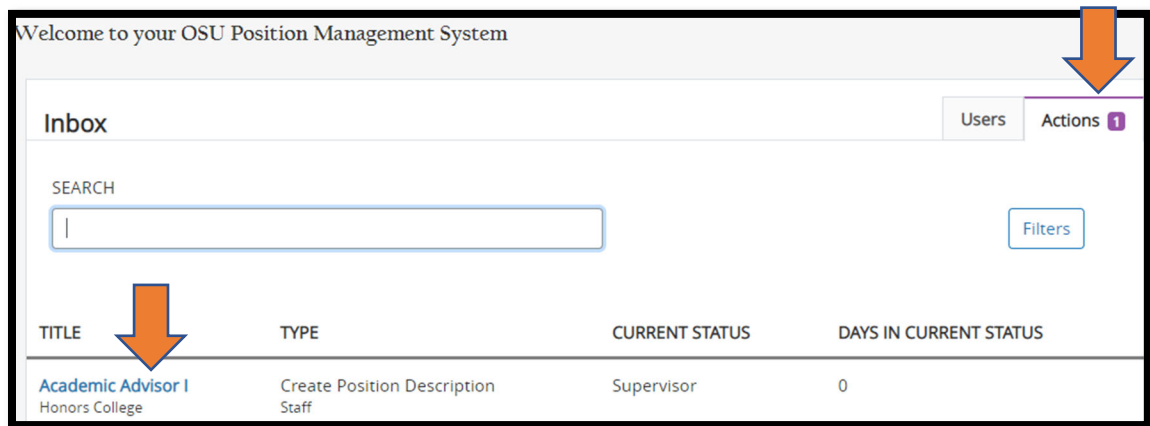
Approving an Action in PeopleAdmin

For users needing to approve actions created by preceding workflow users within your org (see **Addendum A** below), please follow the steps below within the position management module.

1. Begin by logging into the PeopleAdmin system by clicking [here](#). Utilize your O-Key username (email) and password. Duo Authentication may also be required.
2. You may see the screen below upon initial entry into the system or when the system times out. If this screen appears, select **Click Here** and you will enter back into the system.



3. On the Home screen of your dashboard, you will see in the middle of your screen an Inbox similar to the one shown below. You should have a number next to the Actions tab. Click on that **Actions** tab and all position descriptions needing your review and approval will be listed as shown below.

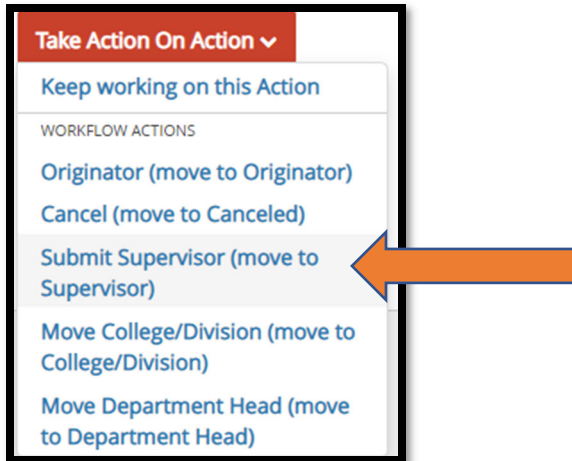


TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Academic Advisor I Honors College	Create Position Description Staff	Supervisor	0

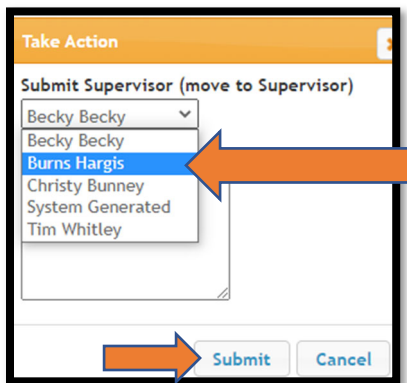
4. To open the position for review, click on the position title that also serves as a hyperlink to the position description (**orange arrow above**). Scroll throughout the page shown and utilize the pencil tool shown below to make revisions as needed.



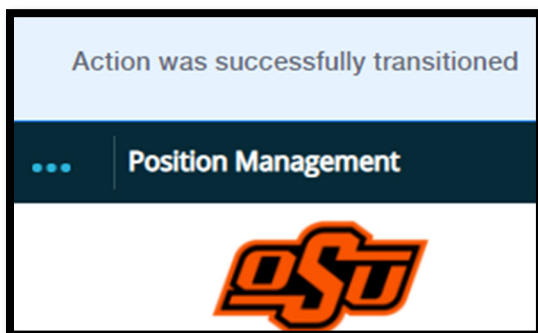
5. Once you are satisfied with the position description, you are ready to move the action forward in the approval workflow. *For a resource of the PeopleAdmin user workflow, please see **Addendum A**.* To execute routing to the next user level, click on the **Take Action on Action** button in the top right of your screen, shown below.



6. Click on the user level needed to approve this action and a screen similar to the one below will populate. *Please note: Users will need to be aware of the required approval workflow for their respective college/division. If you have questions on routing, please ask your administrative officer or Human Resources Consultant for assistance.
7. The dropdown shown below will show the users within your org code carrying the user level you've selected in step 5. **Click on the name of the user** needing to review and approve your action and click **Submit**.



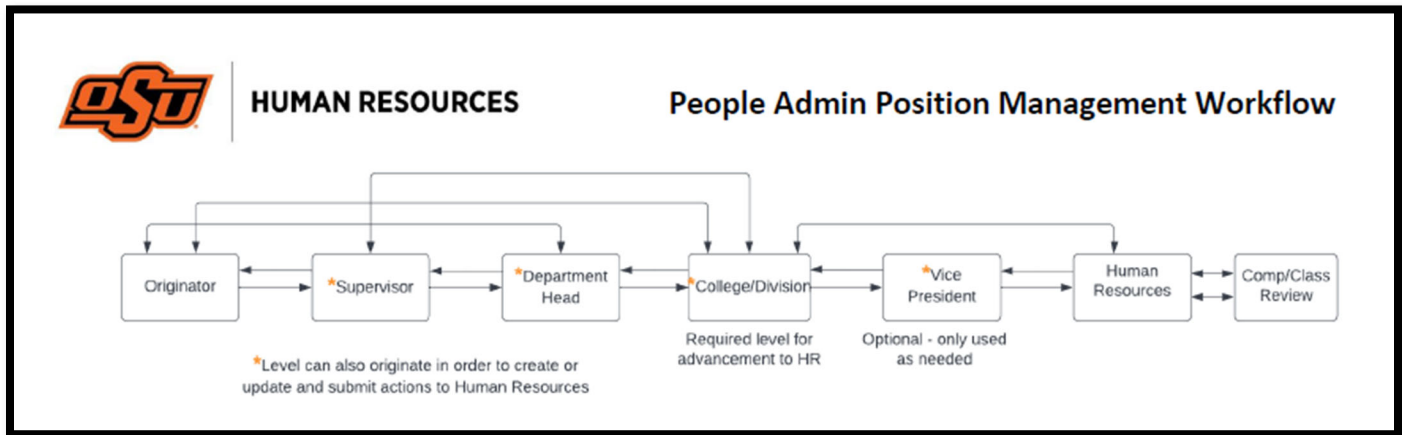
8. Once you click **Submit**, the system will verify you've successfully routed the action through for approval by showing an "Action was successfully transitioned" banner on your home screen like the one shown below.



Addendum A

Position Management User Workflow

Below is the workflow for our PeopleAdmin users. Human Resources users have final approval to position description actions and Compensation/Classification is used when appropriate titling, compensation, and classification review is needed. *Please note:* College/Division approver is the only required level of approval prior to submission to Human Resources for final review and approval. Each college/division should work directly with their college/division administrative officer for their respective required workflow.



Have a Question?

For assistance managing your PeopleAdmin actions queue or approving actions; please contact your college or division administrative officer with departmental-specific procedures.

For all other questions about positions descriptions – Contact your [HR Consultant](#).