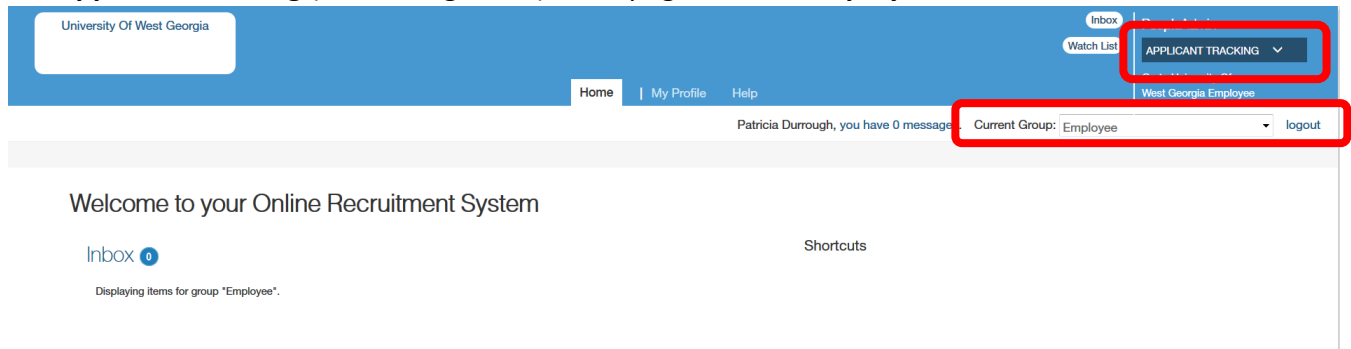
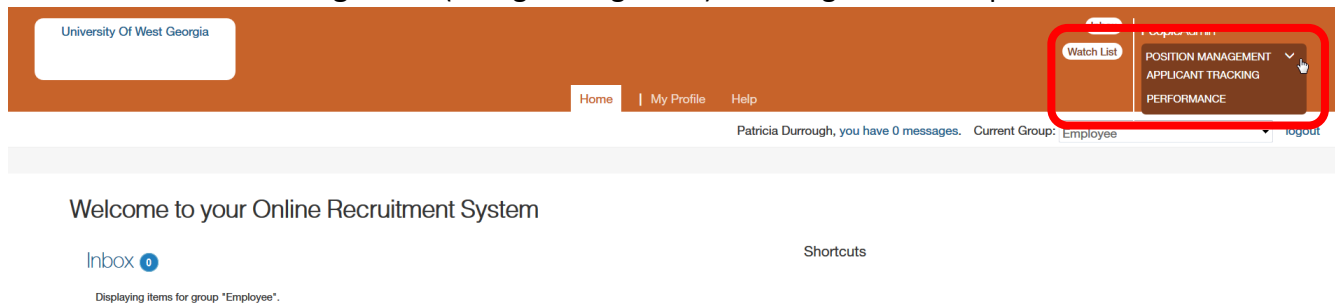


Dean/Director/AVP Approval Process for PeopleAdmin

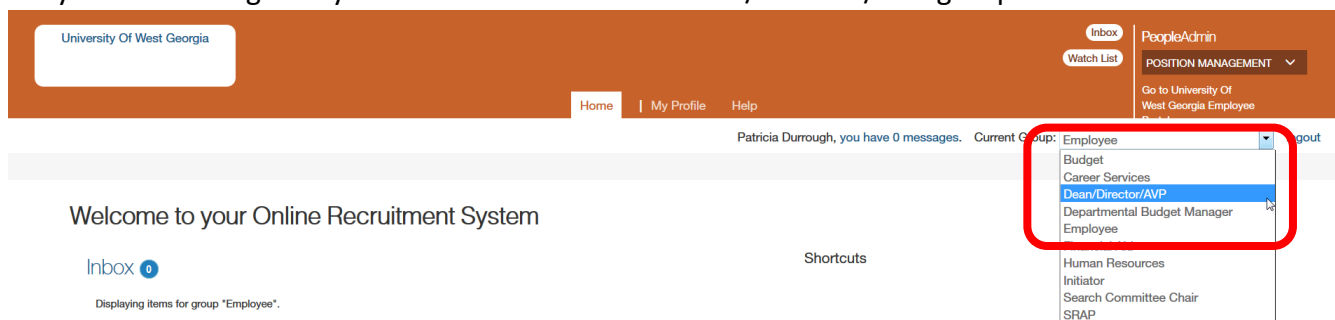
1. Log into the [PeopleAdmin](https://jobs.westga.edu/hr) system (<https://jobs.westga.edu/hr>). Approver will default to the **Applicant Tracking** (blue background) homepage with an **Employee** role.



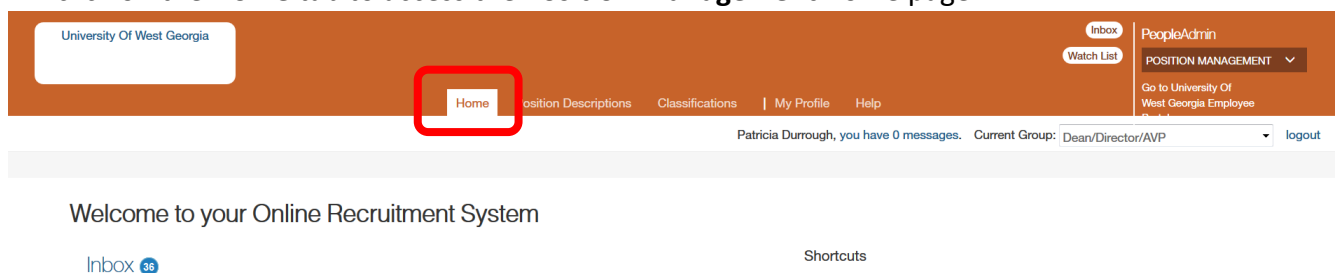
2. Select **Position Management** (orange background) in the right hand dropdown.



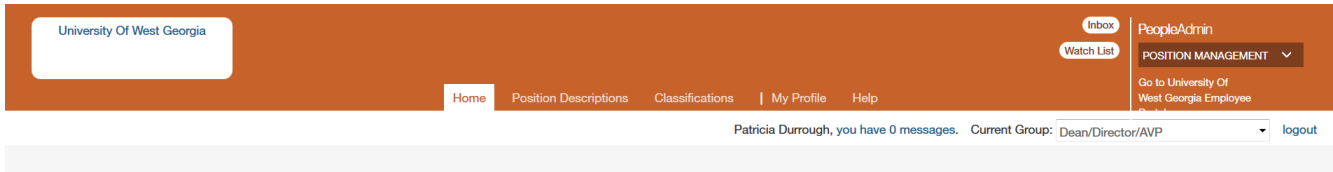
3. Select the **Dean/Director/AVP** as the user role. A message will appear at the top indicating that you are viewing the system as a member of the Dean/Director/AVP group.



4. The approver should default to the **Home** page of the **Position Management** module but if not, click on the **Home** tab to access the **Position Management** home page.



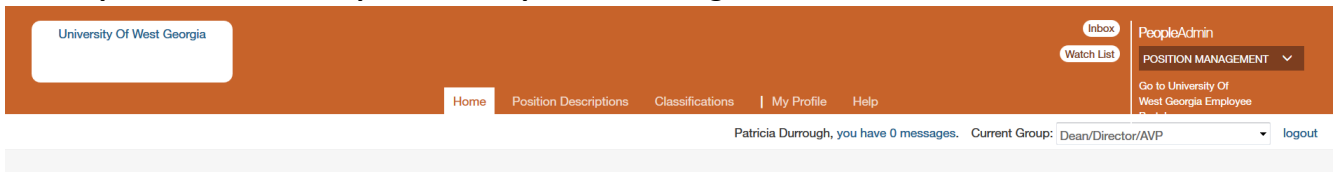
5. The approver will see the **Inbox** on the **Home** page which identifies the transactions that need attention.



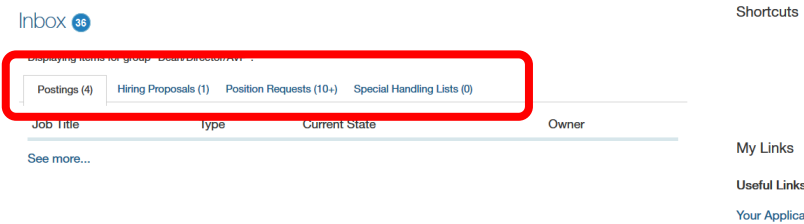
Welcome to your Online Recruitment System



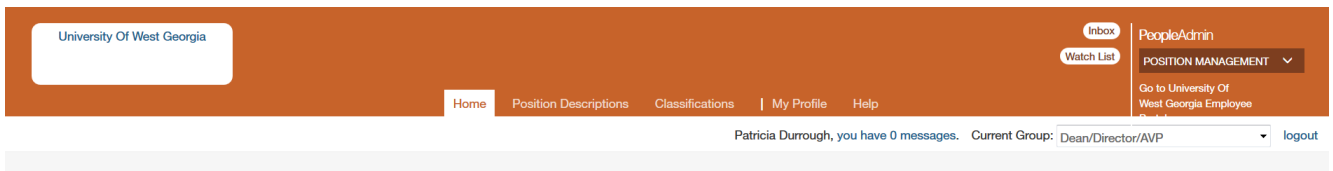
6. Click on the appropriate **Inbox** tab. The approver will have four “mailboxes”: **Postings, Hiring Proposals, Position Requests, and Special Handling Lists.**



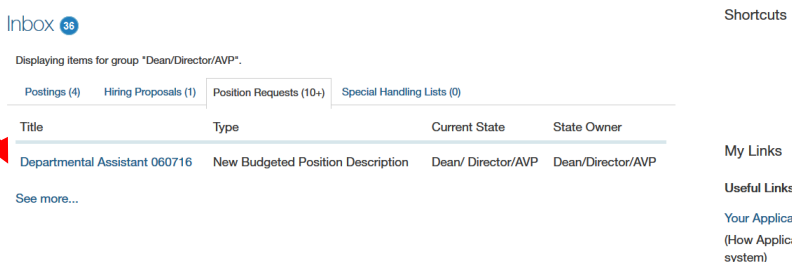
Welcome to your Online Recruitment System



7. The position or action that needs approval will be displayed on the selected tab. Click on the item to select it for review and to take action on it.



Welcome to your Online Recruitment System



8. The information related to the position will be listed for review.

New Budgeted Position Description: Departmental Assistant 060716 (Staff)

Current Status: Dean/ Director/AVP

Position Type: Staff Created by: Patricia Durrough
Department: Human Resources Owner: Dean/Director/AVP

Summary History Settings

✓ Position Justification

Position Justification

Justification of Need	Justification Currently: blank
-----------------------	-----------------------------------

✓ Classification Selection

Classification Information

Classification Name	Departmental Assistant - Associate
Job Code/BCAT	510
Pay Grade	3

9. Upon completion of the review, hover over the orange **Take Action on Position Request** (button may also refer to a Hiring Proposal or Posting if either of these actions are being taken). Approver will see four available actions: **Submit to Vice President, Return to Initiator, Return to Supervisor or Submit to Provost (for AA and SAEM Budget Approval)**. Select the appropriate next level approver.

University Of West Georgia

Inbox PeopleAdmin
Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Go to University Of West Georgia Employee

Patricia Durrough, you have 0 messages. Current Group: Dean/Director/AVP logout

Position Requests / ... / New Budgeted Position Description / New Position definition / Summary

New Budgeted Position Description: Departmental Assistant 060716 (Staff)

Current Status: Dean/ Director/AVP

Position Type: Staff Created by: Patricia Durrough
Department: Human Resources Owner: Dean/Director/AVP

Summary History Settings

✓ Position Justification

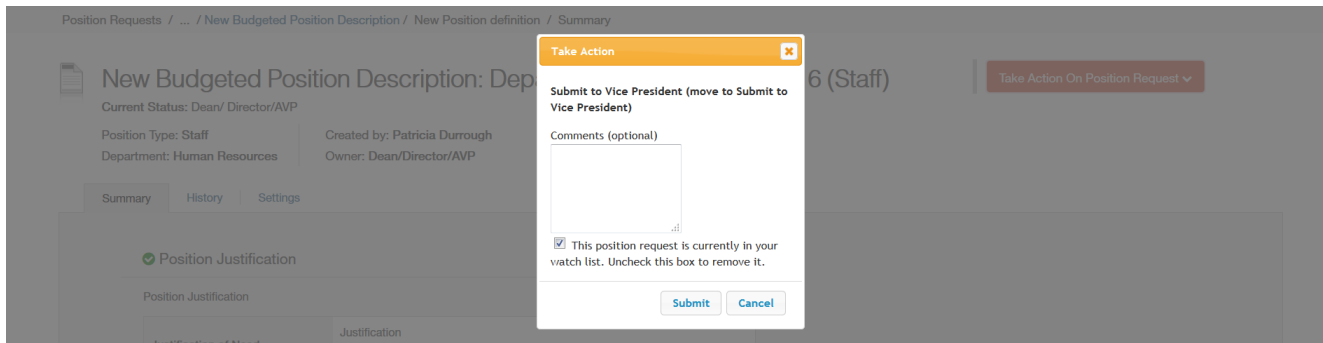
Position Justification

Justification of Need	Justification Currently: blank
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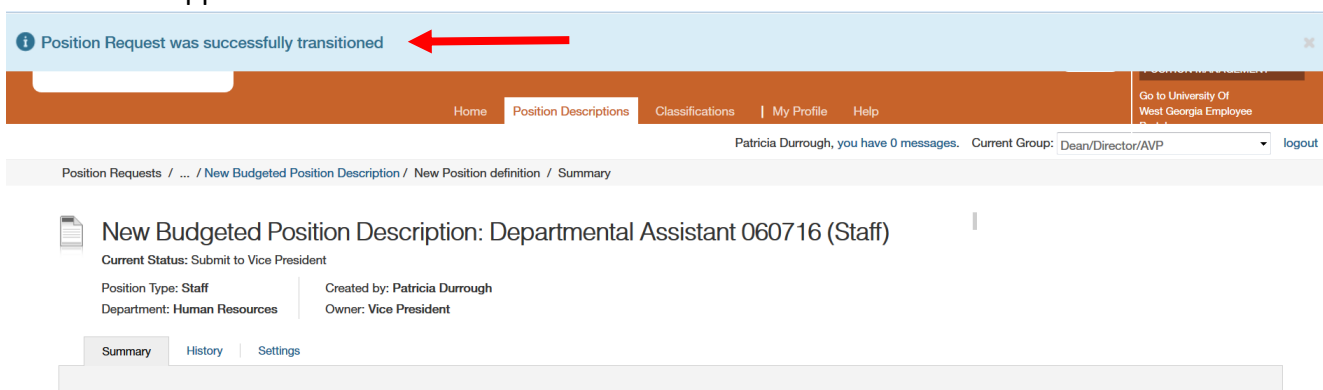
Take Action On Position Request

- Keep working on this Position Request
- Submit to Vice President (move to Submit to Vice President)
- Return to Initiator (move to Initiator)
- Return to Supervisor (move to Supervisor)
- Submit to Provost (move to VP/Provost Office Budget Approval (AA and SAEM))

10. The approver has the ability to enter any **comments** necessary. Comments are not required and they do become part of the position record. Click **Submit**.



11. Approver will see a **message bar** indicating the position request was successfully transitioned to the next approver.



12. Once the appropriate action is completed, the approver may **logout** of PeopleAdmin.

