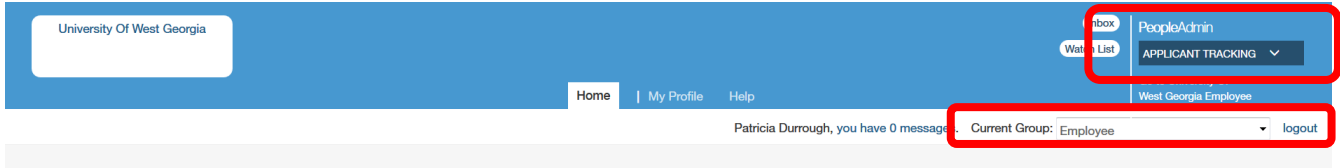


Supervisor Approval Process for PeopleAdmin

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.



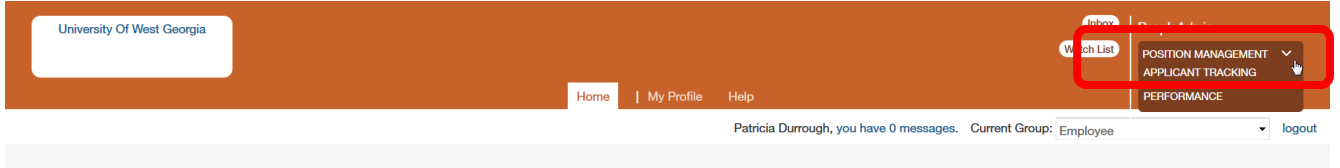
Welcome to your Online Recruitment System

Inbox 0

Displaying items for group "Employee".

Shortcuts

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



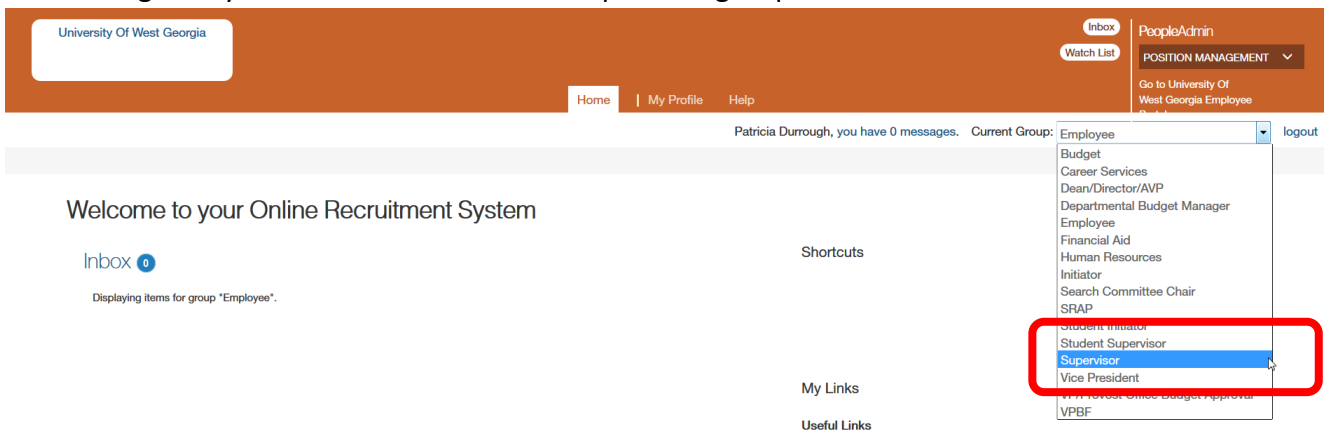
Welcome to your Online Recruitment System

Inbox 0

Displaying items for group "Employee".

Shortcuts

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



Welcome to your Online Recruitment System

Inbox 0

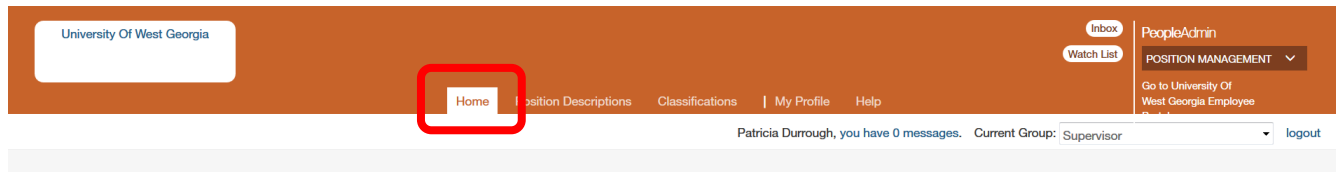
Displaying items for group "Employee".

Shortcuts

My Links

Useful Links

- 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.



Welcome to your Online Recruitment System

Inbox 38

Displaying items for group "Supervisor".

Postings (4) Hiring Proposals (1) Position Requests (10+) Special Handling Lists (0)

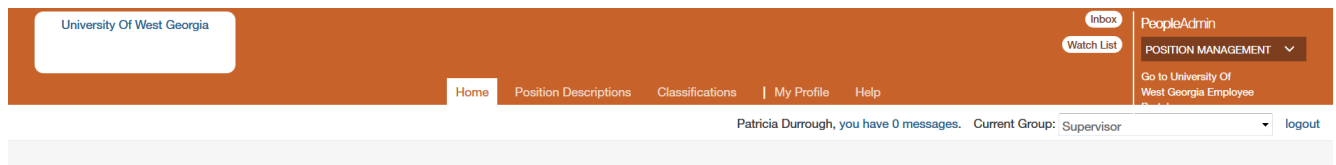
Job Title	Type	Current State	Owner
-----------	------	---------------	-------

See more...

Shortcuts

My Links

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



Welcome to your Online Recruitment System

Inbox 38

Displaying items for group "Supervisor".

Postings (4) Hiring Proposals (1) Position Requests (10+) Special Handling Lists (0)

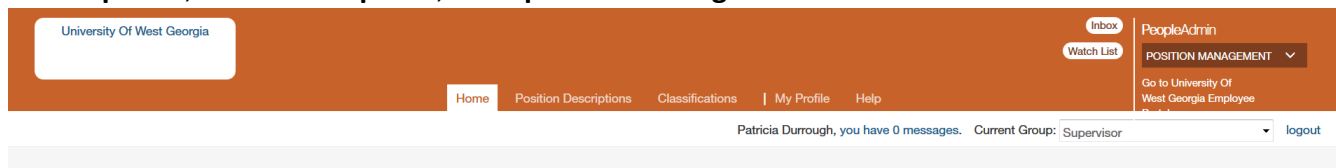
Job Title	Type	Current State	Owner
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See more...

Shortcuts

My Links

- 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

Inbox 38

Displaying items for group "Supervisor".

Postings (4) Hiring Proposals (1) Position Requests (10+) Special Handling Lists (0)

Job Title	Type	Current State	Owner
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See more...

Shortcuts

My Links

Useful Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

Watch List 2

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.

University Of West Georgia

Inbox 36

PeopleAdmin

POSITION MANAGEMENT

Go to University Of West Georgia Employee

Home | Position Descriptions | Classifications | My Profile | Help

Patricia Durrough, you have 0 messages. Current Group: Supervisor

logout

Welcome to your Online Recruitment System

Inbox 36

Displaying items for group "Supervisor".

Postings (4) | Hiring Proposals (1) | Position Requests (10+) | Special Handling Lists (0)

Title	Type	Current State	State Owner
Departmental Assistant 042916	New Budgeted Position Description	Supervisor	Supervisor
Temporary Departmental Assistant	New Budgeted Position Description	Supervisor	Supervisor
Departmental Assistant 060716	New Budgeted Position Description	Supervisor	Supervisor

See more...

Shortcuts

My Links

Useful Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

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

New Budgeted Position Description: Departmental Assistant 060716 (Staff) Edit

Take Action On Position Request

Current Status: Supervisor

Position Type: Staff
Department: Human Resources

Created by: Patricia Durrough
Owner: Supervisor

Summary | History | Settings

Position Justification [Edit](#)

Position Justification

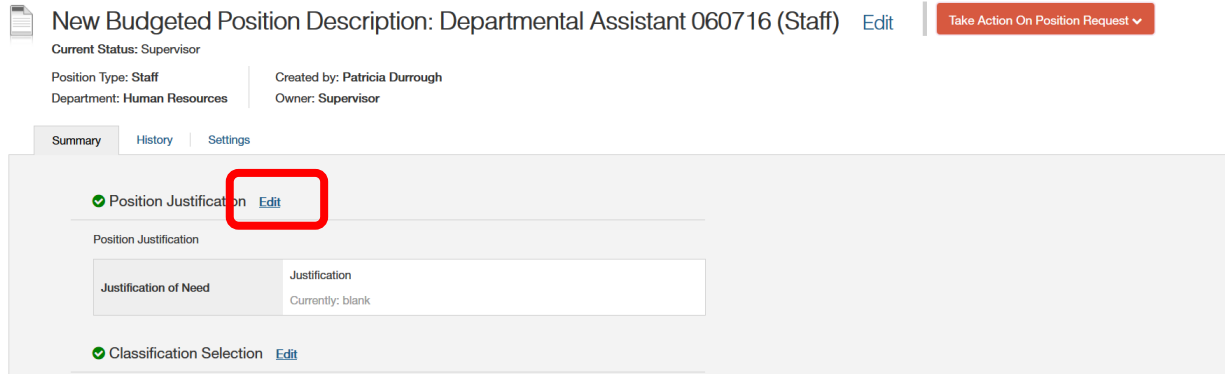
Justification of Need	Justification Currently: blank
-----------------------	-----------------------------------

Classification Selection [Edit](#)

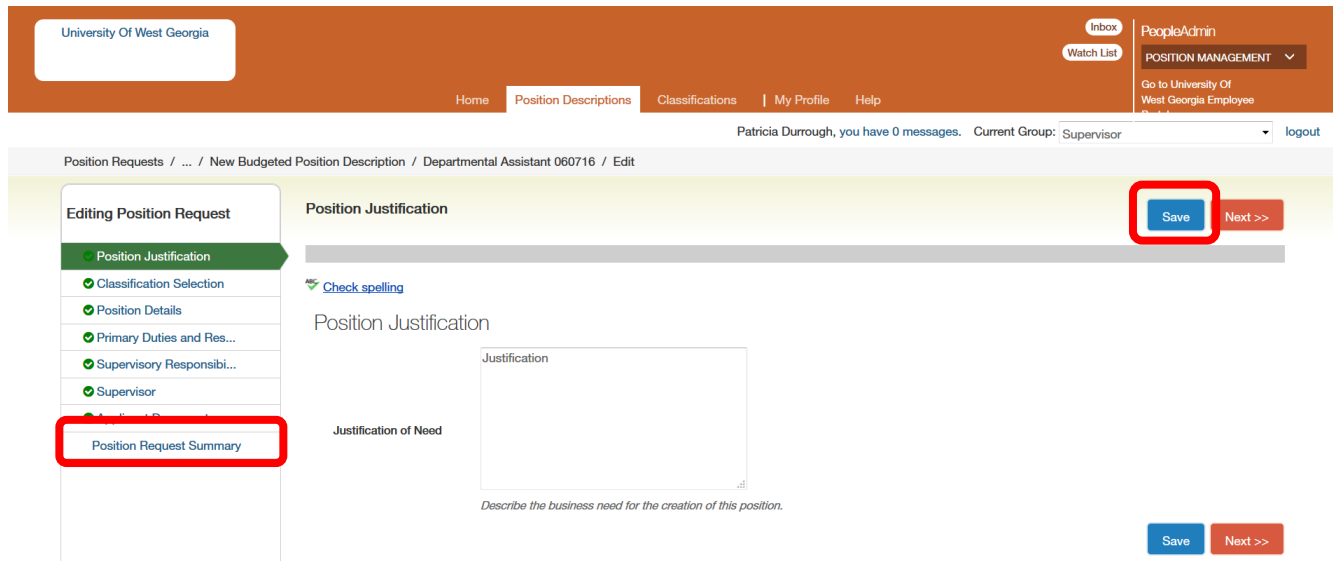
Classification Information

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

9. A Supervisor does have the ability to edit the information. Click the blue **Edit** link on any section that needs to have changes made.



10. If changes are made, click the **Save** button to save the updated information. After changes, click on the **Position Request Summary** page to go directly to the summary page.



11. 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 two available actions: **Submit to HR Classification** or **Return to Initiator**. Select the appropriate choice.

University Of West Georgia

Inbox PeopleAdmin
Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Patricia Durrough, you have 0 messages. Current Group: Supervisor logout

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

New Budgeted Position Description: Departmental Assistant 060716 (Staff) Edit

Current Status: Supervisor
Position Type: Staff Created by: Patricia Durrough
Department: Human Resources Owner: Supervisor

Summary History Settings

Position Justification Edit

Position Justification

Justification of Need Justification
Currently: blank

12. 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**.

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

New Budgeted Position Description: Departmental Assistant 060716 (Staff) Edit

Current Status: Supervisor
Position Type: Staff Created by: Patricia Durrough
Department: Human Resources Owner: Supervisor

Summary History Settings

Position Justification Edit

Position Justification

Justification of Need Justification
Currently: blank

Take Action

Submit to HR Classification (move to Submit to HR Classification)

Comments (optional)

This position request is currently in your watch list. Uncheck this box to remove it.

Submit Cancel

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

Position Request was successfully transitioned

Home Position Descriptions Classifications My Profile Help

Patricia Durrough, you have 0 messages. Current Group: Supervisor logout

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

New Budgeted Position Description: Departmental Assistant 060716 (Staff)

Current Status: Submit to HR Classification
Position Type: Staff Created by: Patricia Durrough

14. Once the appropriate action is taken and action is completed, the approver may **logout** of PeopleAdmin.

University Of West Georgia

Inbox PeopleAdmin
Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Patricia Durrough, you have 0 messages. Current Group: Supervisor logout

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

New Budgeted Position Description: Departmental Assistant 060716 (Staff)

Current Status: Submit to HR Classification