


Approval Process for Position Descriptions

1. The Hiring Manager creates a position description.
2. The approval process (workflow) is required and is selected from a dropdown list.
3. When you select an approval process (e.g. Faculty Approval, Staff Approval, Title / Salary Change Approval), the list of approver types required for that process will generate in the box beneath the selection. There is a slight pause in the software as the approval workflow generates. This is typical.
4. Some employees in the workflow (e.g. HR/Faculty Operations, Budget, Compensation and Recruitment) will pre-populate. If an approver's name or email address prepopulates, please do not change the approver without prior discussions with Human Resources.
5. Other approvers in the workflow will need to be identified.
6. To add an approver, type a name into the text box and select the magnifying glass () to search for that user. An email address will populate the blue box beneath the approver's name when the user is found.
7. Scroll to the bottom of the page and select **Save** or **Save and Exit**.

Approve a Position Description

Via Email

When a position description has been allocated to an employee for approval (approver), that approver will receive an email. The approver has the option to reply to the email with the word **"Approve"** as an option. The approver should already know the specific details to take this action. The email sent to the approver contains a notice for the approver to log in to 1) receive more detail, 2) approve, 3) provide comment, or 4) decline.

Within PageUp

There are multiple ways to get to the approval screen within PageUp.

1. **Via an Email**
 - a. Click on the **View Position Description** link provided in a system-generated email.
 - b. You will need to use Elon's Single Sign On (SSO) process to log into PageUp.
 - c. Once you are viewing the position description, scroll to the bottom of the page to click on the **Approve** button.
2. **My Dashboard**
 - a. On the **My Dashboard** screen, find the **Approvals** tile.
 - b. Click on the blue number (if greater than zero) beside **"Jobs awaiting your approval"**.
 - c. Click **View** to the right of the position description you are wanting to approve.
 - d. Once you have reviewed the specific position description, scroll to the bottom of the page to click on the **Approve** button.
3. **To use the Side Menu (Two options):**
 - a. Click on the Side menu and select **Manage Position Descriptions** under the **Jobs** heading.
 - i. Find the Classification Title of the position you are to approve.
 - ii. Be sure you have all cleared any other search criteria by clicking on the **Clear** button.
 - iii. To make the list smaller, use the search function by selecting **Pending Approval** from the dropdown list under **Approval Status**.
 - iv. Then click the **Search** button.
 - v. Next, click **View** (blue text) to the right of the position description that you are to approve.
 - vi. After reviewing the position description, scroll to the bottom of the page and click on the **Approve** button.
 - b. Click on **Approvals** under the **Workflows** heading.
 - i. On the **Manage Approvals** screen select **Pending** from the Approval Status dropdown list.
 - ii. Then, click the **Search** button on the right side of the screen.
 - iii. Click **View** to the right of the position description you are wanting to approve.
 - iv. Once you are viewing the specific position description, scroll to the bottom of the page to click on the **Approve** button.