


Restart a Position Description Approval Process

1. To restart the position description approval process for an existing position description, select **Manage Position Descriptions** in the Side menu or from the dashboard.
2. Click on the **Edit** (blue word) to the right of the position description approval process you wish to restart.
3. Scroll down to the USERS AND APPROVALS section.
4. Click on the **Update PD** button.
5. You will see a pop-up warning asking, "Are you sure you want to restart the approval process?" Click **OK** to restart. Please remember to allow pop-ups within your browser.
6. Go to the USERS AND APPROVALS section of the position description and select the appropriate **Approval Process** from the dropdown list.
7. 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.
 - a. 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 pre-populates, please do not change the approver without prior discussions with Human Resources.
 - b. Other approvers in the workflow will need to be identified.
8. 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.
9. Scroll to the bottom of the page and select **Save** or **Save and Exit**.