CU 8.9 HRMS Step by Step Guide
Approve Job Data Outside Worklist – Workforce Administration Module

Overview: This guide provides instruction on approving job data outside Worklist.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Job Approval page
   - Workforce Administration
   - Job Information
   - Job Approval

2. Job Approval page displays
   - Enter one or more of the search fields
   - Click Search
3. Job Approval page displays

- System defaults to Job Approval Cu page
- Notice that all tabs of Job Data may be reviewed
- Change Approval Status from Proposed to Approved or Rejected
- View/record any comments in Job Notes

- Check for previous unapproved rows and approve or reject
- Click Save

Approving Job Data Outside Worklist complete