

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				
	Menu		Intogradu	rtaciao nome <u>vvortist</u> <u>Autoro ravontes</u> <u>signout</u>
Apploval page	Search:	Main Menu > Workforce Administration >		
		Dob Information		
Workforce	My Favorites Reports and Reviews	Maintain information about a person tied to a specific job record		
Administration Job Information Job Approval 	Recruiting Workforce Administration Personal Information Pensonal Information Plan Salaries CU Workforce Reports Compensation Workforce Development Organizational Development Enterprise Learning Reporting Tools PeopleTools My Dictionary	Add Employment Instance Add Employment Instance or Add Hire/Rehire Row Job Data Transfer Rehire only Job Data Transfer/Rehire only Job Data Transfer/Rehire only Review pages and reports that show work information for a person Gob Summary Wyörk Study Job List	Sob Data Enter job information including work location and compensation details. Job Approval Maintain data about a current job. Company Property Enter the assignments of company property.	Add or update Contract Pay NA Add or update contract pay details including payment type, term, and period Contract Administration Update Contract Pay NA Contains reports based on Job Data Employees on Leave of Absence Temporary Employees
2. Job Approval page displays	University _{of} Colorado		<u>HR89PRAC</u>	PRACT46 Home Worklist Add to Favorites Sign out <u>New Window</u> 👯
 Enter one or more of the search fields 	Job Approval Enter any information you have and Find an Existing Value	click Search. Leave fields blank for a list of all va	lues.	
Click Search	EmpliD: begins with ♥ Empl Rcd Nbr: = Name (LN,FN): begins with ♥ Last Name: begins with ♥ Department: begins with ♥ Last 4 SSN: begins with ♥ HR Status: = Employee Status: = Search Clear	earch E Save Search Criteria		

- Universityof 3. Job Approval page Colorado PRAC PRACT46 Home | Worklist | Add to Favorites | displays New Window Customize Page Work Location Job Information Payroll Compensation Employment Information Job Approval Cu System defaults to (Save) QReturn to Search) (+≣Next in List) (†≣Previous in List) (≉Refresh) Job Approval Cu Sense,Less ID: 189258 Find First I of 1 E Last Approval page 09/01/2007 Sequence: 0 🗍 Job Notes Payroll Status: Active Effective Date: Notice that all tabs of Action: HIR Hire Reason: HIR New Hire Job Data may be Department: 10261 School of Education Action Date: 02/20/2007 reviewed Job Code: 1101 Professor %TIME: 100.00 Std Hrs/Wk: 40.00 Position Number: 00647770 Professor Change Approval Pay Rate Data Status from Proposed Annual Rate: 84000.000 Comp Freq: C Contract Pay Monthly Rate: to Approved or Hourly Rate: 40.384615 Rejected *Approval Status: Proposed 😽 Status Date: 09/01/2007 Appr/Reject: View/record any comments in Save Return to Search Notify Previous tab Next tab Work Location | Job Information | Payroll | Compensation | Employment Information | Job Approval Cu 🦳 Job Notes Check for previous unapproved rows and approve or reject
- Click Save

Approving Job Data Outside Worklist complete