

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

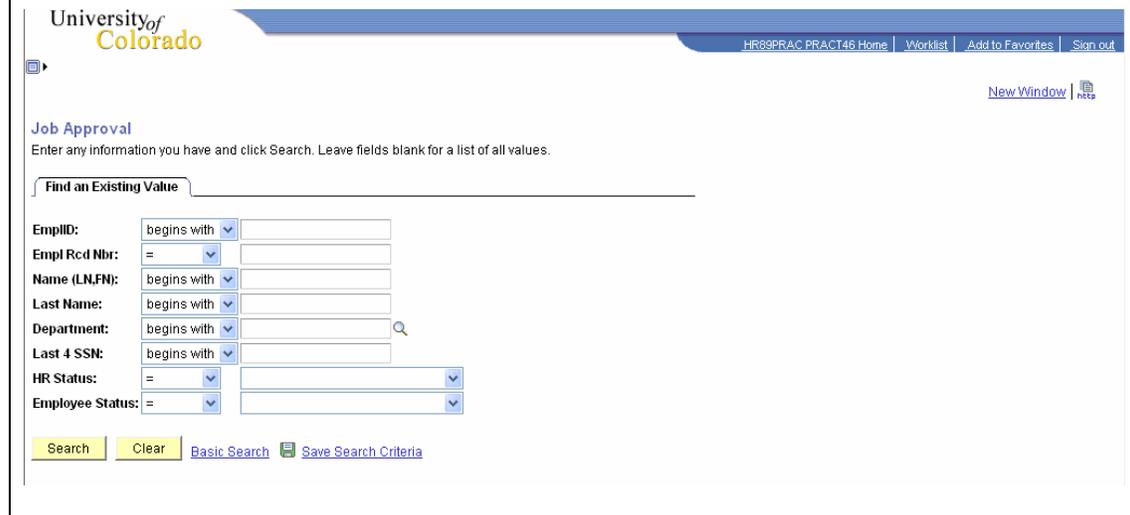
- Workforce Administration
- Job Information
- Job Approval



2. Job Approval page displays

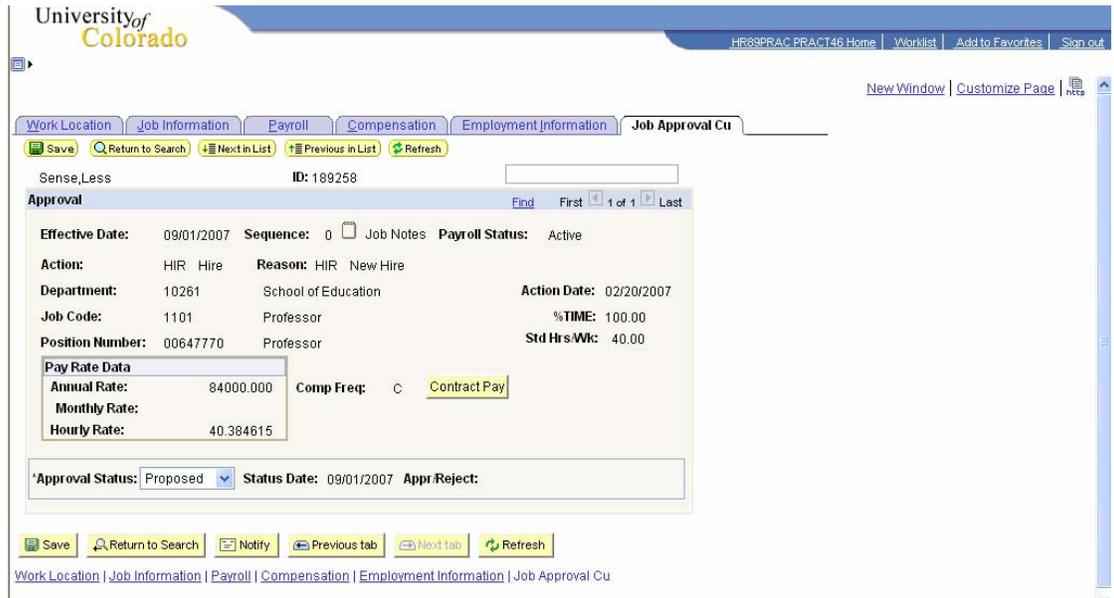
- Enter one or more of the search fields

- Click 



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 



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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

Work Location | Job Information | Payroll | Compensation | Employment Information | Job Approval Cu

Sense, Less ID: 189258

Approval Find First 1 of 1 Last

Effective Date: 09/01/2007 Sequence: 0 Job Notes Payroll Status: Active

Action: HIR Hire Reason: HIR New Hire

Department: 10261 School of Education Action Date: 02/20/2007

Job Code: 1101 Professor %TIME: 100.00

Position Number: 00647770 Professor Std Hrs/Wk: 40.00

Pay Rate Data	
Annual Rate:	84000.000
Monthly Rate:	
Hourly Rate:	40.384615

Comp Freq: C [Contract Pay](#)

Approval Status: Proposed Status Date: 09/01/2007 Appr Reject:

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#) | [Job Approval Cu](#)

Approving Job Data Outside Worklist complete