CU 8.9 HRMS Step by Step Guide Approve Position Outside Worklist – Organizational Development Module

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

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

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

1. Navigate to Position Approval page	Universityof Colorado	HR89PRAC PRACT46 Home Worklist Add to Favorites Sign out Main Manu > Organizational Development > Position Management > Main Manu > Organizational Development > Position Management > Main Manu > Organizational Development > Position Management > Main Manu > Organizational Development > Position Management > Position, funding and PET information			
 Organizational Development Position Management Maintain Positions/Budgets Position Approval 		AddUpdate Position Info AddUpdate Position Info There the description, work location, and other information about a position. Position Approval Position Approval Correction PET Correction PET PET Cancellation PET Cancellation	Funding Distribution Funding Distribution Funding Approval Funding Approval	Position Transfer only Position Transfer only PetrRetroactive Funding Change PET/Retroactive Funding Change PET Approval (Sponsored Proj) PET Approval (Sponsored Proj)	
 2. Position Approval page displays a Enter one or more of the search fields b Click Search 	Find an Existing Value Position Number: b Description: b Position Status: = Business Unit: b Department: b Job Code: b Reports To Position Number: b	egins with v egins with v egins with v egins with v		HR89PRAC PRACT46 Home Worklist Add to Favorites Sign out	

- 3. Position Approval page displays
- System defaults to Position Approval page
- Notice that all tabs of Position Info may be reviewed
- Change Position
 Status from Proposed
 to Approved or
 Rejected
- View/record any comments in
 - Position Notes
- Check for previous unapproved rows and approve or reject
- 🗆 Click 🔲 Save

Co	lorado	HR	39PRAC PRACT46 Home VVorklist Add to Favorites Sign
Description	Specific Information) Position Approv		New Window Customize Page
Position Numl Headcount St		<u>Go To Position Fundina</u> Current Head Count: 0 out of 0	
Short: Long Description:	Mus Curat Museum Curator	End View All First 1 of 1 Last Essential Services	
Approval Effective D 'Position S	ate: 02/01/2007 🗐 Position Notes	Reason Code: NEW New Posn Y Status Date: 02/20/2007 Appr Reject:	
	Return to Search 🔄 Notify 🗳 Refresh]	