

CU 8.9 HRMS Step by Step Guide

Approve Position Outside Worklist – Organizational Development Module

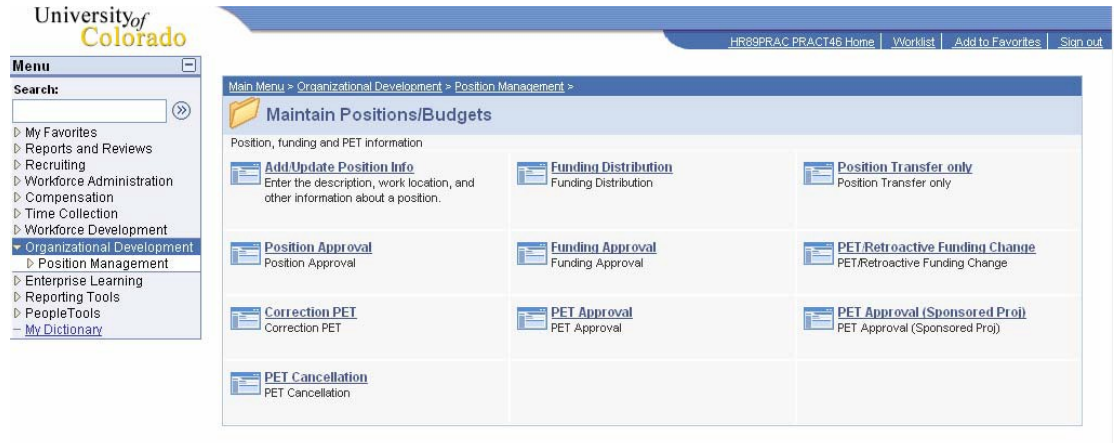
Overview: This guide provides instruction on approving job data outside Worklist.

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.

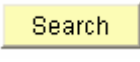
1. Navigate to Position Approval page

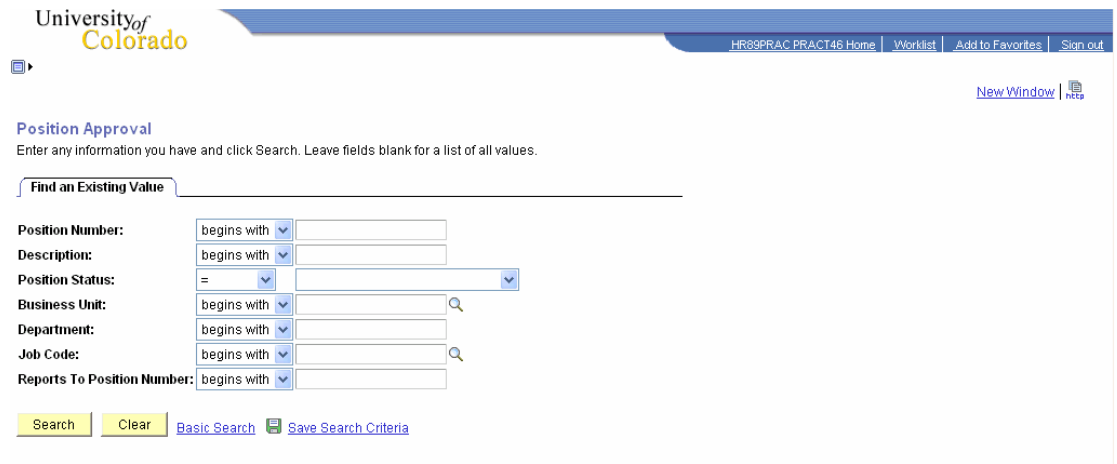
- Organizational Development
- Position Management
- Maintain Positions/Budgets
- Position Approval



2. Position Approval page displays


- Enter one or more of the search fields


Click 

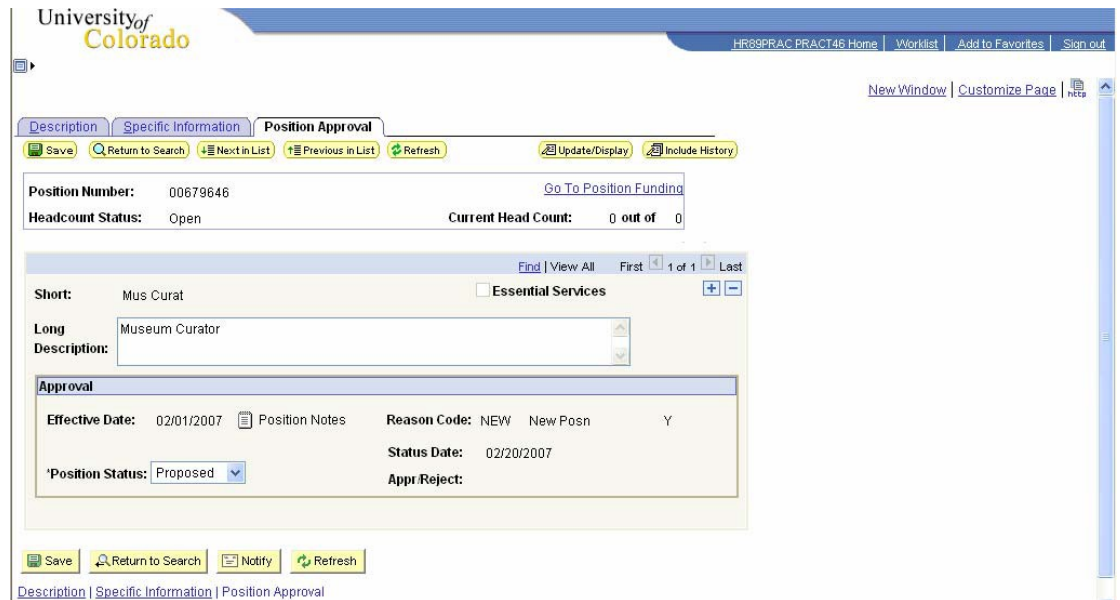


3. Position Approval page displays

- 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 


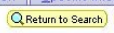







University of Colorado

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

New Window | Customize Page | 


Description | Specific Information | **Position Approval**

Position Number: 00679646 [Go To Position Funding](#)


Headcount Status: Open Current Head Count: 0 out of 0

Find | View All First 1 of 1 Last


Short: Mus Curat Essential Services 





Long Description: Museum Curator

Approval

Effective Date: 02/01/2007  Position Notes Reason Code: NEW New Posn Y

Status Date: 02/20/2007

*Position Status: Proposed  Appr Reject:

Description | Specific Information | Position Approval