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 Search
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