

Approval Processes

POSITION REQUEST APPROVALS

Position Management is used to maintain accurate, up-to-date position descriptions and classifications.

Supervisors are able to view and modify their employees' position descriptions with HR approval. Approval of the position description and classification is required prior to the creation of a recruitment in Applicant Tracking.

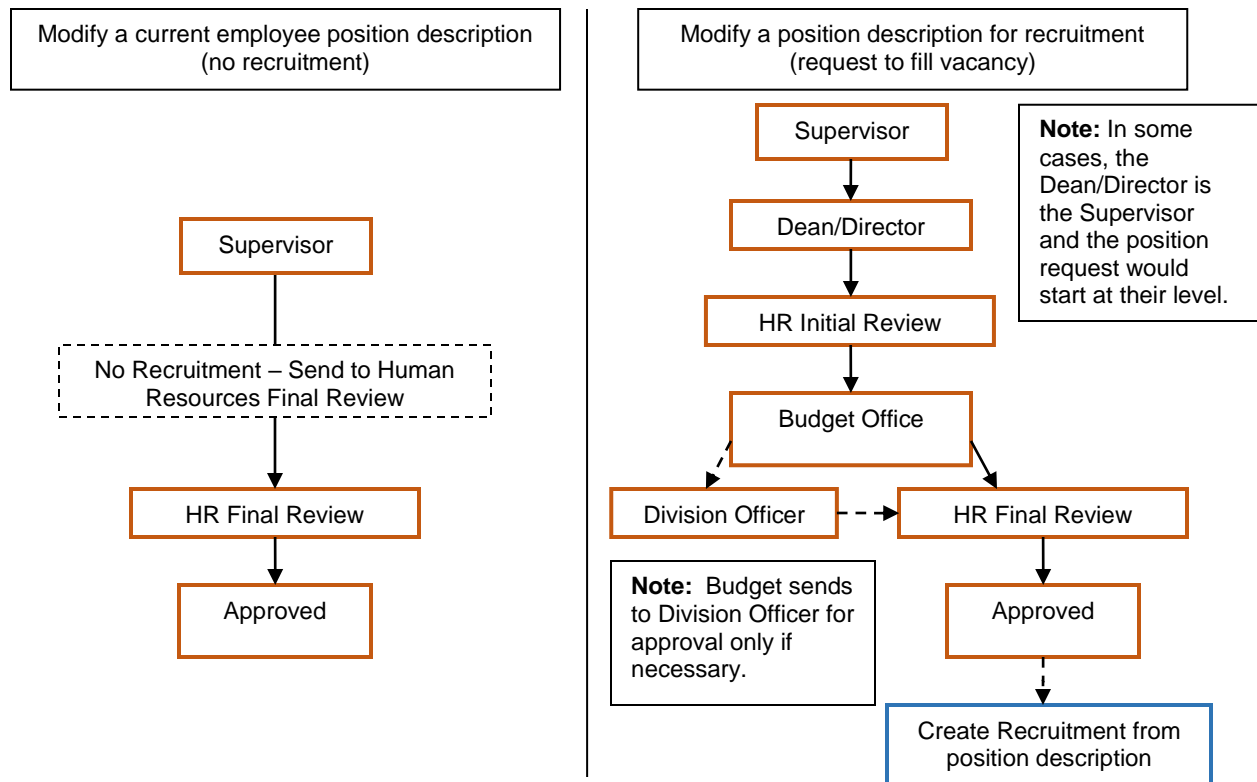
★ **Modify Position Description**

Modifications are started by selecting the “**Modify Position Description**” link within a position description. This will create a **Position Request**.

Take Action On Position Request ▾

Approvals and denials are made using the orange “Take Action on **Position Request**” button. This enables users to move the position request through the approval process. The full approval process is only necessary if a recruitment is needed for the position request (see below).

There are two separate approval processes based on whether or not there is a recruitment. Users are notified by hrservices@uwlax.edu when a position request has reached their level for approval. The Supervisor is notified when the position request is approved.



Position Description Report

The Supervisor is able to create a position description report to print, sign and return to HR to be placed in the employee's personnel file. Under the 'Report' tab in the position description summary, create a position description report to review with employees.