

Review a Position Description Request

If you received a system-generated email informing you that a **Position Description Request** is awaiting your approval, please review the instructions below on how to review a Position Description Request.

Position Management View

In order to review a Position Request, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, as shown below.



Position Description View

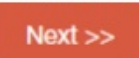
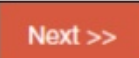

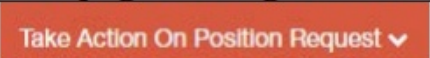

To begin the process of reviewing a *Position Description*, make sure your "Current Group" = HR Compensation, as shown below. Select **Position Descriptions** (the orange banner should appear, as shown below).



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The example below outlines the steps you can take in order to successfully review a **Position Description Request** in PeopleAdmin 7.6!

Select " Position Management " from the dropdown in the upper right corner (orange banner)
Make sure " Current Group " = HR Compensation
Along the bottom of the banner, select the " Home " tab
Your "Inbox" will show you the "Position Requests (#)" for your review
Select " Position Requests (#) "
To review a request, click the title of the new or modified position description (Notice Current State)
Review Classification Selection information (Click " Edit " to view details)
You can choose another classification from staff of the approved classifications OR you can proceed by clicking 
You can view the employee currently seated in the position in "Employee" step along the menu on the left side of the page
Review "Position Details"
Review "Position Budget Information"
Advance through the request using  until you get to the review page
Scroll down the page looking for a  to the left of each section
Hover over 
Select next stage in the workflow <ul style="list-style-type: none">You may add comments that would show in the notification email to the next workflow approver.You may add this position to your watch list for ease of reference as it moves through the approval process.
Click " Submit "
 Position Request was successfully transitioned, and it was added to your watch list.

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Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.