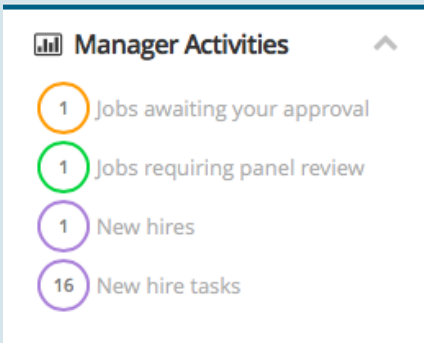
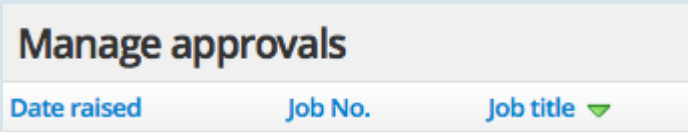
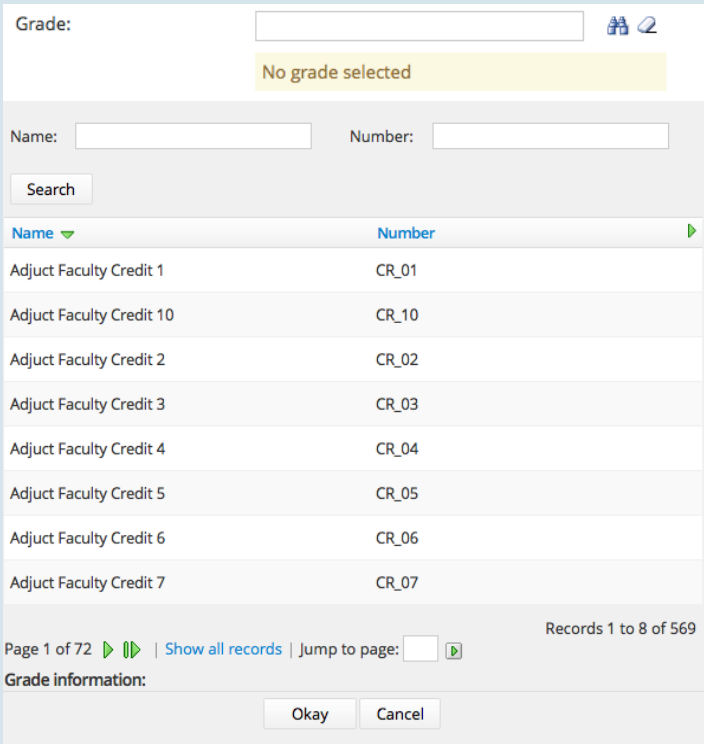
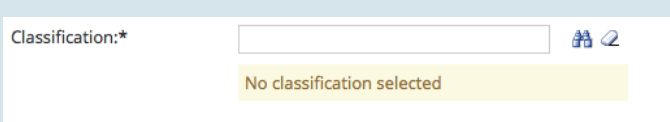




Quick Reference Guide – Approving a PD (HR Only)

What you need to do	What you will see
Step 1: On your home page, under the Manager Activities menu, select Jobs Awaiting your approval .	 <p>The screenshot shows the 'Manager Activities' menu with four items: 'Jobs awaiting your approval' (1), 'Jobs requiring panel review' (1), 'New hires' (1), and 'New hire tasks' (16). Each item is preceded by a colored circle with a number inside.</p>
Step 2: On the Manage approvals tab, click View for the position you are reviewing for classification.	 <p>The screenshot shows the 'Manage approvals' tab with three columns: 'Date raised', 'Job No.', and 'Job title'. The 'Job title' column has a dropdown arrow.</p>
Step 3: After you've reviewed the position and have determined its classification, select the appropriate Grade. Click on the binoculars to search for the appropriate Grade.	 <p>The screenshot shows the 'Grade' selection interface. It includes a search bar with a binoculars icon, a dropdown menu for 'Grade', and a table of grades. The table has two columns: 'Name' and 'Number'. The 'Name' column has a dropdown arrow, and the 'Number' column has a dropdown arrow. The table lists grades from 'Adjust Faculty Credit 1' to 'Adjust Faculty Credit 7'. Below the table, there is a pagination bar showing 'Page 1 of 72', 'Show all records', and 'Jump to page:'. The 'Grade information' section at the bottom has 'Okay' and 'Cancel' buttons.</p>
Step 4: Select the appropriate classification for the position. Click on the binoculars to search for the appropriate classification.	 <p>The screenshot shows the 'Classification' selection interface. It includes a search bar with a binoculars icon, a dropdown menu for 'Classification', and a message 'No classification selected'.</p>



	<div>Classification number: <input type="text"/> Classification title: <input type="text"/></div> <div><input type="button" value="Search"/></div> <table><thead><tr><th>Classification number</th><th>Classification title</th></tr></thead><tbody><tr><td>01201</td><td>Administrative Generalist 1</td></tr><tr><td>01202</td><td>Administrative Generalist 2</td></tr><tr><td>01203</td><td>Administrative Generalist 3</td></tr><tr><td>01204</td><td>Administrative Generalist 4</td></tr><tr><td>09010</td><td>Administrative Generalist 4 (E)</td></tr><tr><td>01001</td><td>Administrative Management 1</td></tr><tr><td>09005</td><td>Administrative Management 1 (NE)</td></tr><tr><td>01002</td><td>Administrative Management 2</td></tr></tbody></table> <div>Page 1 of 47 Show all records Jump to page: <input type="text"/></div> <div>Records 1 to 8 of 372</div> <div>Classification information:</div> <div><input type="button" value="Okay"/> <input type="button" value="Cancel"/></div>	Classification number	Classification title	01201	Administrative Generalist 1	01202	Administrative Generalist 2	01203	Administrative Generalist 3	01204	Administrative Generalist 4	09010	Administrative Generalist 4 (E)	01001	Administrative Management 1	09005	Administrative Management 1 (NE)	01002	Administrative Management 2
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09010	Administrative Generalist 4 (E)																		
01001	Administrative Management 1																		
09005	Administrative Management 1 (NE)																		
01002	Administrative Management 2																		
Step 5: Select the appropriate FLSA Exemption Status for the position.	<div>FLSA Exemption Status:</div> <div><input checked="" type="button" value="Select"/> <input type="button" value="Exempt"/> <input type="button" value="Non-Exempt"/></div> <div>JOB DUTIES</div>																		
Step 6: Select Approve or Decline for the position.	<div><input type="button" value="Save a draft"/> <input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Cancel"/> <input type="button" value="Spell check"/></div>																		
Step 7: If you select Decline, you will need to select a reason to decline the job and add additional comments.	<div>Please select a reason as to why the job has been declined:*</div> <div><input type="button" value="Select"/></div> <div>Additional comments:</div> <div><input type="text"/></div> <div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div> <div><input checked="" type="button" value="Select"/> <input type="button" value="Funding changes"/> <input type="button" value="Not approved"/> <input type="button" value="No longer required"/> <input type="button" value="More information required"/> <input type="button" value="Reorganization"/> <input type="button" value="Request no longer valid"/> <input type="button" value="Other"/></div>																		