APPROVE A POSITION DESCRIPTION (Last Revised 3-2-2020)

**STEP 1:** There are two ways to enter the system to approve a Position Description.

1) A link to PageUp may be found on MyUAH, under Human Resources (right-side). Enter the system via the UAH Single Sign On screen. (If you have not gained access to the system, please complete the PageUp Access Request Form.) You will enter the My Dashboard screen in PageUp. Click on the “Approvals” box.

2) The PageUp system will automatically send an email when a position is awaiting your approval. It will be sent from the email address jobs@uah.edu. When you open the email, you will find summary information on the position. You may simply respond to the email with the word, “Approve” or you may click the “View Requisition” link in the email to open and review the Position Description in detail.
Sample Email

From: Job approval <jobapproval.rvlhyp.qkql.lyvmbh@m.dc4.pageuppeople.com>
Sent: Friday, February 28, 2020 1:03 PM
To: rrw0010@uah.edu
Subject: Position Description Approval

Hi Ramona,

A position description Administrative Assistant - Position Description Number: 100 has been allocated to you for approval.

You can approve the position description as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the position description if it is not approved.

To approve the position description via email, please reply to this email with the word "Approve".

Please Note: the word "Approve" is the only valid response accepted via the email position description approval option.

OR

To view the position description in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so:

View Position Description

Please Note: this is accessible by computer only.

Kind regards,

UAH Talent Management Team
The University of Alabama in Huntsville
**STEP 2:** Review the details of the Position Description.
**STEP 3:** Click “Approve” if the contents of the Position Description meet your expectations. If you wish to deny the Position Description, click “Decline”. Should you choose “Decline”, the system will ask you to provide additional information regarding your denial. This information will be sent to the creator of the Position Description and the HR Representative.

**CONGRATULATIONS! YOU HAVE APPROVED A POSITION DESCRIPTION!**

Should you have any further questions, please contact your assigned Talent Management Associate.

*UAH Human Resources, Talent Management, jobs@uah.edu, (256) 824-6545*