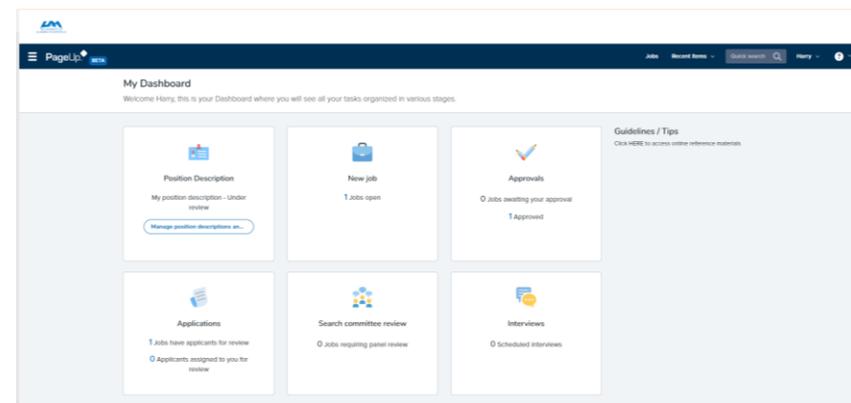
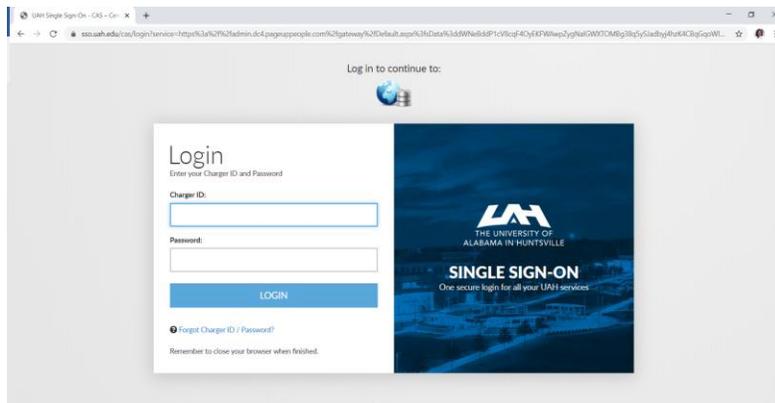


APPROVE A POSITION DESCRIPTION (Last Revised 3-2-2020)

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](#)

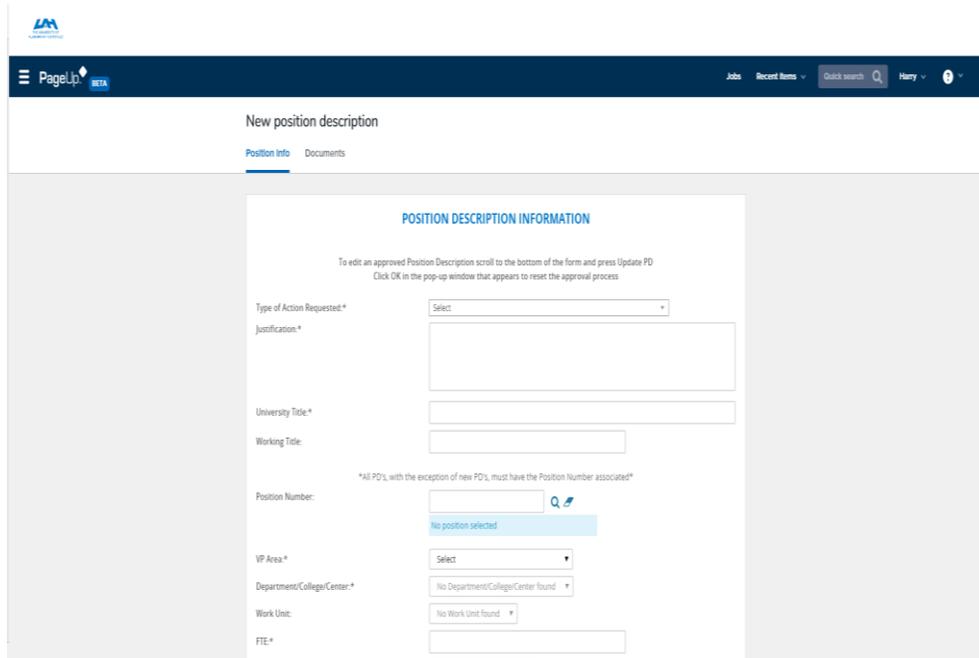
Please Note: this is accessible by computer only.

Kind regards,

UAH Talent Management Team

The University of Alabama in Huntsville

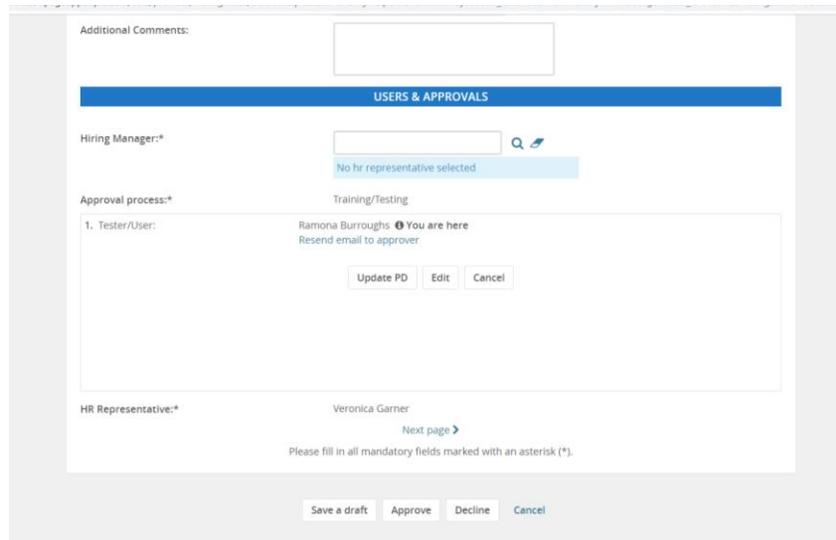
STEP 2: Review the details of the Position Description.



The screenshot shows a web application interface for creating a new position description. The page title is "New position description" and it has two tabs: "Position Info" (active) and "Documents". The main content area is titled "POSITION DESCRIPTION INFORMATION" and includes the following fields and instructions:

- Instructions:** "To edit an approved Position Description scroll to the bottom of the form and press Update PD. Click OK in the pop-up window that appears to reset the approval process."
- Type of Action Requested*:** A dropdown menu with "Select" as the current option.
- Justification*:** A large text input area.
- University Title*:** A text input field.
- Working Title:** A text input field.
- Position Number:** A text input field with a search icon and a note: "*All PD's, with the exception of new PD's, must have the Position Number associated*". Below the input is a blue message box that says "No position selected".
- VP Area*:** A dropdown menu with "Select" as the current option.
- Department/College/Center*:** A dropdown menu with "No Department/College/Center found" as the current option.
- Work Unit:** A dropdown menu with "No Work Unit found" as the current option.
- FTE*:** A text input field.

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.



Additional Comments:

USERS & APPROVALS

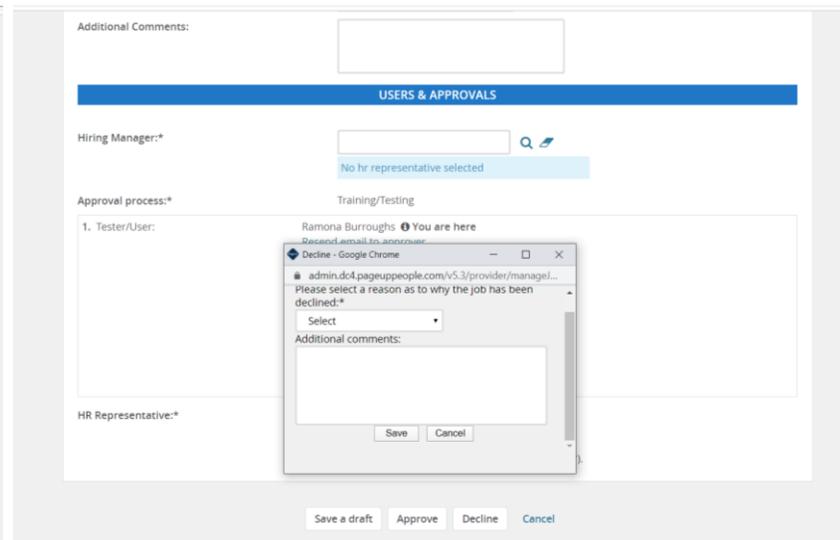
Hiring Manager:*
No hr representative selected

Approval process:* Training/Testing

1. Tester/User: Ramona Burroughs **You are here**
Resend email to approver

HR Representative:* Veronica Garner
[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).



Additional Comments:

USERS & APPROVALS

Hiring Manager:*
No hr representative selected

Approval process:* Training/Testing

1. Tester/User: Ramona Burroughs **You are here**
Resend email to approver

HR Representative:* Veronica Garner
[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

Decline - Google Chrome

admin.d\04.pageuppeople.com/v5.3/provider/manager...

Please select a reason as to why the job has been declined:*

Select

Additional comments:

CONGRATULATIONS! YOU HAVE APPROVED A POSITION DESCRIPTION!

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