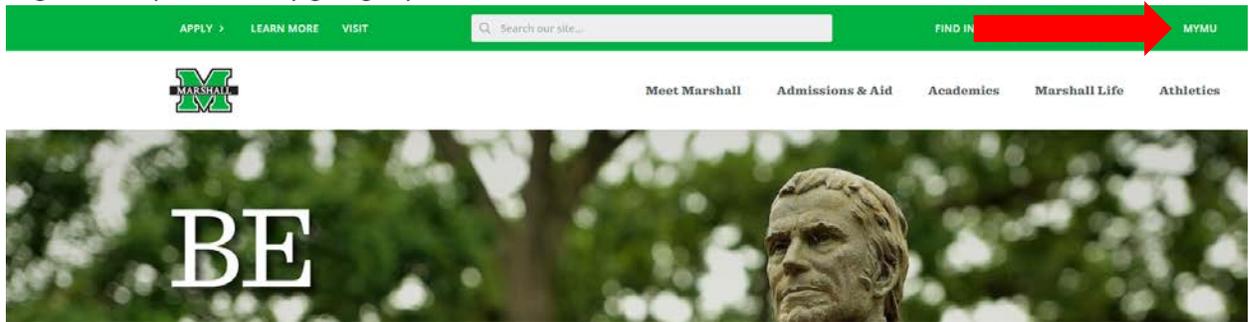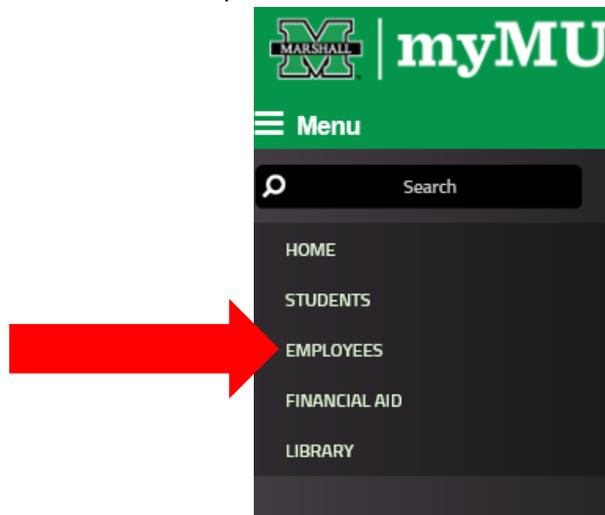Human Resource Services

How to View and Approve Positions Requests (Orange screen)
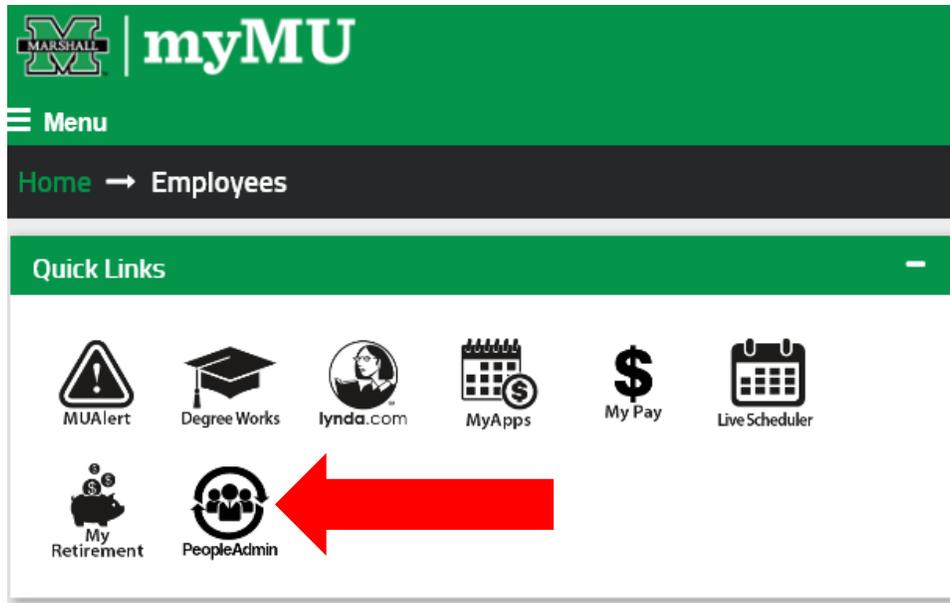
1. Log into PeopleAdmin by going myMU.

You will select the EMPLOYEES option.

Then select the PeopleAdmin button.

2. You will be defaulted to the Employee Group on the **Applicant Tracking System** (blue) screen, so you will need to select the User Group of **Vice President** and select the **Position Management** screen.

    a. **Selecting the Correct User Group:**
    You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.
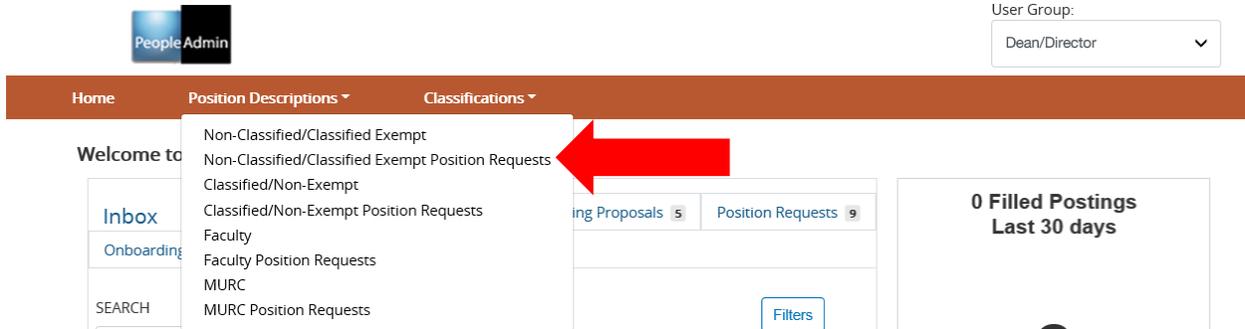


    b. **Selecting the Position Management Screen:**
    You will click on the "dots" next to **Applicant Tracking System** and then select **Position Management.**


3. You will click on the **Position Description** tab and select the correct P**osition Type** <u>Requests</u> to view the position that needs to be approved.

4. After you have selected the correct **Position Type** <u>Request</u>, type in the position number and select the position by clicking on the blue text. (Please note: You will not find your position if you are under the incorrect position type).
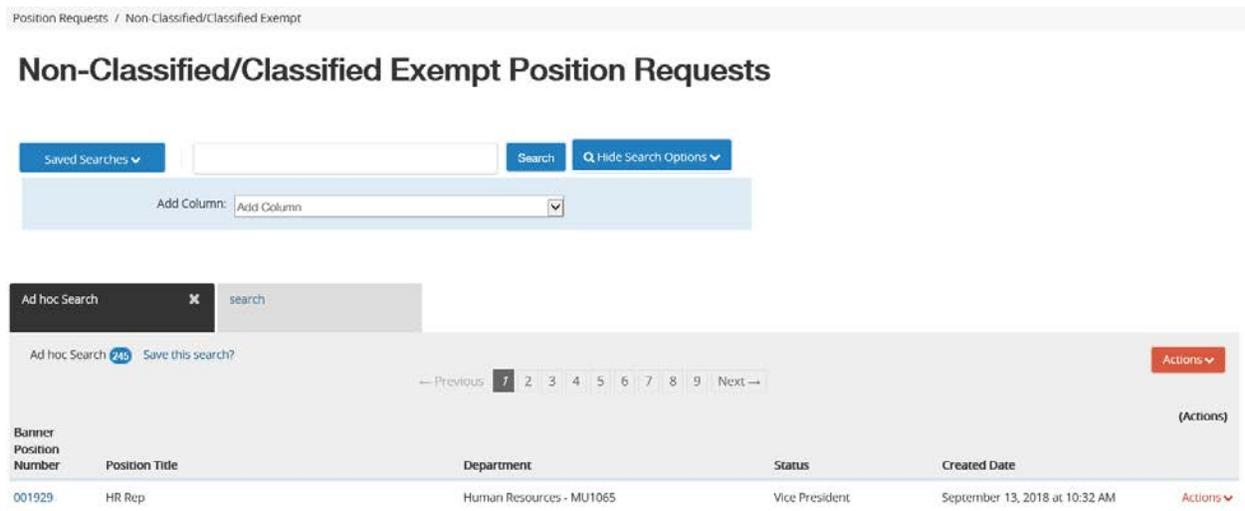
5. You will be on the Summary page of the position request. Please review **ALL** information to ensure that it is correct.
   a. If the information is *correct*, you can move it forward to the next level (Human Resources Review) by clicking on the orange "***Take Action on Position Request***" and selecting the "***Human Resources Review (Move to Human Resources Review).***"
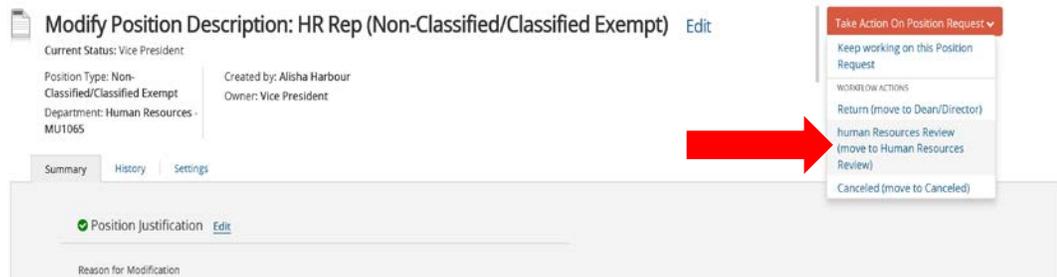
b. If the information is _incorrect_, you can send back to the individual who created the position by clicking on the orange "**Take Action on Position Request**" and selecting the "*Return (move to Dean/Director)*." **Please follow up with an email to the individual who created it with the information that needs to be corrected.**

c. You can also cancel the position request if the position is no longer valid/needed.