Approving Transactions
Postings, Position Descriptions & Hiring Proposals

Approvers (excluding Department and College/Division HR Contacts) may include the following roles:

- Department Head
- Academic Budget Analyst
- Academic Affairs
- Budget
- Dean
- Assistant Vice President (AVP)
- Vice Chancellor
- Vice President (VP)
- Chancellor

To approve a transaction that has been routed to you through workflow, the following steps provide a generic guide that will apply to each position type.

1. You have received an email notifying you that a posting, position description (PD), or hiring proposal is at the status of your role (i.e. Dean, Assistant Vice President). This means you have an action pending your approval. The email may include previous user comments providing you direction or other information about this request.

   Note: You may also save the PeopleAdmin website as a bookmark to your favorites and log in at any time to check statuses or updates of current/past actions.

   The following hiring proposal is at the status of: Vice President

   First Name Last Name: Helen Everson
   Internal Title: Benefits Manager
   Department: Benefits
   Hiring Proposal Number: STA00159HP17
   Previous User Comments:

   If you would like to review this information, please login to the USC Jobs system at https://uscjobs.sc.edu/hr

   With Kind Regards,
   USC Division of Human Resources

Rev. 11/30/2017
2. Click the link provided in the email (USC Jobs system at https://uscjobs.sc.edu/hr) and log in by clicking Single Sign On (SSO) Authentication.

3. To log in, use your USC network ID and password (the same as you do for your university email.)
4. Once you are logged in, the roles you are assigned will be available to you in the dropdown and you will select the appropriate approver role (i.e. Dean).

5. You will then select the module of the system in which you need to approve a transaction. If you are approving a posting or a hiring proposal, select Applicant Tracking. If you are approving a position description, select Position Management.
6. Click on the appropriate tab for Posting or Hiring Proposal (or Position Description if you are in Position Management), based on what you are approving, and then select the position type applicable to the pending request. The tabs across the screen provide access into the forms as follows:

- **Position Management (Position Description)** – The form used to create or modify the duties and responsibilities of a job and other necessary attributes of the position.
- **Applicant Tracking (Posting)** – The form that describes the vacant job and is used to advertise the position the department is seeking to fill.
- **Applicant Tracking (Hiring Proposal)** – The form used to process the hiring of an employee. This includes promotions, demotions and reassignments.

Once you are in the appropriate module and form, you will then need to refer to the email notification regarding the request to determine the position type.

The forms are numbered as follows:

- **STA** = Staff (includes FTE, research grant and time-limited)
- **FAC** = Faculty FTE
- **RTF** = Research grant/time-limited faculty
- **TMP** = Adjunct faculty/temporary staff
- **PD** = Position description
- **PO** = Posting
- **HP** = Hiring proposal
7. The next screen will list the requests you have pending or have already approved in this module. Click on the name of the person which you received the email about (if showing in the list), or search for that person by typing the name in the search box and click Search. Once found in the search, click on the employee’s name to open the request.
8. Once in the appropriate transaction, you can review several important items:

- **The applicant’s application** – Click the applicant’s name in BLUE and the submitted application will be viewable.

- If you scroll to the bottom of the application, you can **view all the documents that were attached to the application** (i.e. resume, CV, letters of recommendation) in one location by locating PDF Documents and then clicking Generate by Combined Document. A completed application with all attachments will be viewable. Use the back button to return to the previous page.

- **The job posting** – Click on the posting name in BLUE and the job posting will be viewable. Use the back button to return to the previous page.
After reviewing the information under the summary tab, you may also wish to view the **history of the transaction** where you can see the steps in the approval process that have been documented and the emails that have been sent regarding this request. **You may also wish to edit the request by clicking on the Edit button and making any necessary changes to the transaction prior to approving.**

9. Once you have reviewed all necessary components of the request and are ready to take action, click on the Take Action on Hiring Proposal (or Position Description/Posting as appropriate) button to show a dropdown of potential next steps in the workflow. You must follow the steps outlined for you in your internal business process or you may follow the directions provided to you in the Previous User Comments section of the email. **If you are unsure of the next step, contact your College/Division HR Contact.**
10. For this example, the Dean selected Approved to Make Offer – College/Division HR Contact (move to Approved to Make Offer – College/Division HR Contact). You may enter comments on this Take Action screen or simply click Submit to send the request to the next step in the workflow.

11. You have successfully approved the request and moved it on in the workflow. You will receive an email once the request has been finalized.

12. If you choose to follow the progress of this request through the workflow, you may check back into PeopleAdmin periodically and review the status changes until final approval from the Division of Human Resources.