

PeopleAdmin

When you receive an e-mail notifying you: "An action has been sent for your review," complete the following steps.

 Login to the PeopleAdmin System with your W# and university password.

Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings.

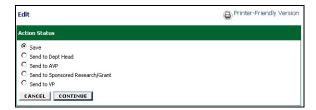


2. Click on the **Pending Actions** link on the left side of the screen.

A list of all your pending actions will display.



Click on the View link below the Official Job Code
Title of the position you want to review/approve.
 A summary page will appear. You can review by scrolling through the summary or edit the action by clicking the Edit link at the top of the page.



- 4. To approve the action, select the radio button beside the appropriate next level approver in your approval chain.
- Click the Continue button.
   The Confirm Action Status page will display.
- 6. Click the **Confirm** button. You will be taken back to the Pending Actions page. Approval has been completed and the action has been moved to the next level approver.