Overview
This business process guide demonstrates how to approve Staff and/or MPP Recruitment Request using the Administration Monitor page. This process is used by Human Resources to approve a Recruitment Request on behalf of the original approver in situations when the original approver is out of office, on leave of absence, etc.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Log In

Navigate to the Staff home page (http://www.csueastbay.edu/staff)

2. Click PeopleSoft HR/Student

The PeopleSoft login page displays.

3. Enter your NetID and Password

4. Click Sign In

The Main Menu displays.
Approval using Administration Monitor
This section demonstrates how to approve a pending Recruitment Request on behalf of the original approver.

Navigate Workforce Administration > Self Service Transactions>Approvals and Delegations>Administer Approvals

4. Select **Pending** from the Status drop-down menu

5. Click the **Search Button**

The Search Results display.

6. Click the **Job Opening Requisition ID** (Recruitment Request ID) hyperlink you wish to approve
The Recruitment Request displays with the pending approval workflow.

Note: Review the approval workflow to see where the request is pending.

In this example, the request is pending at Kathryn Winblad

1. Select the pending approver's name from the Approver's Oper ID drop-down menu

2. Enter comments, if any

3. Click the Approve button

Note: The request now shows Admin Approved on behalf of Kathryn Winblad.

The next approver will get the email notification about the pending request.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).