

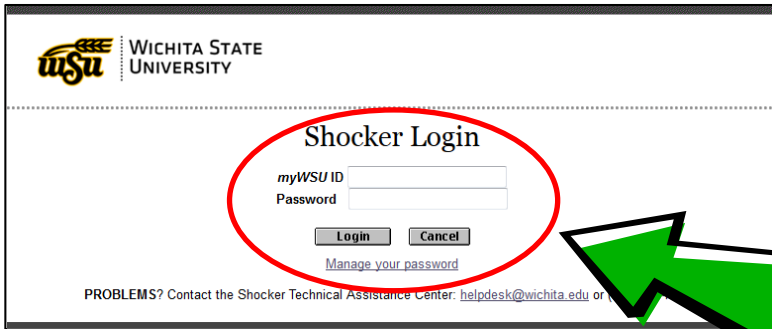
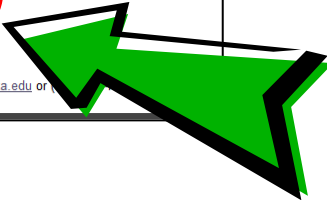
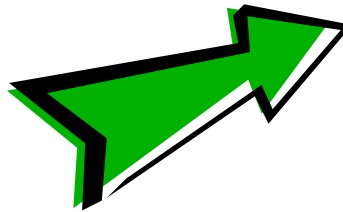
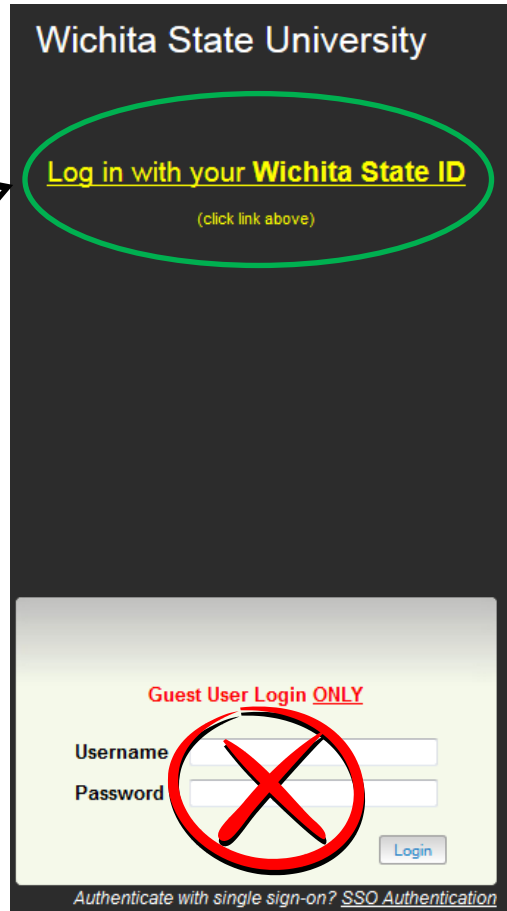
# How to Review & Approve in PeopleAdmin 7.6

Go to <https://jobs.wichita.edu/hr>

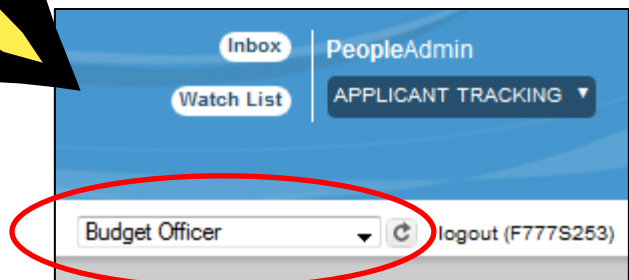
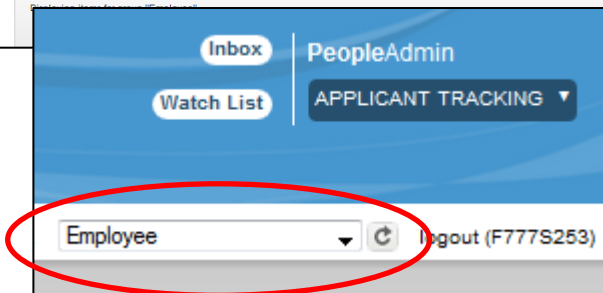
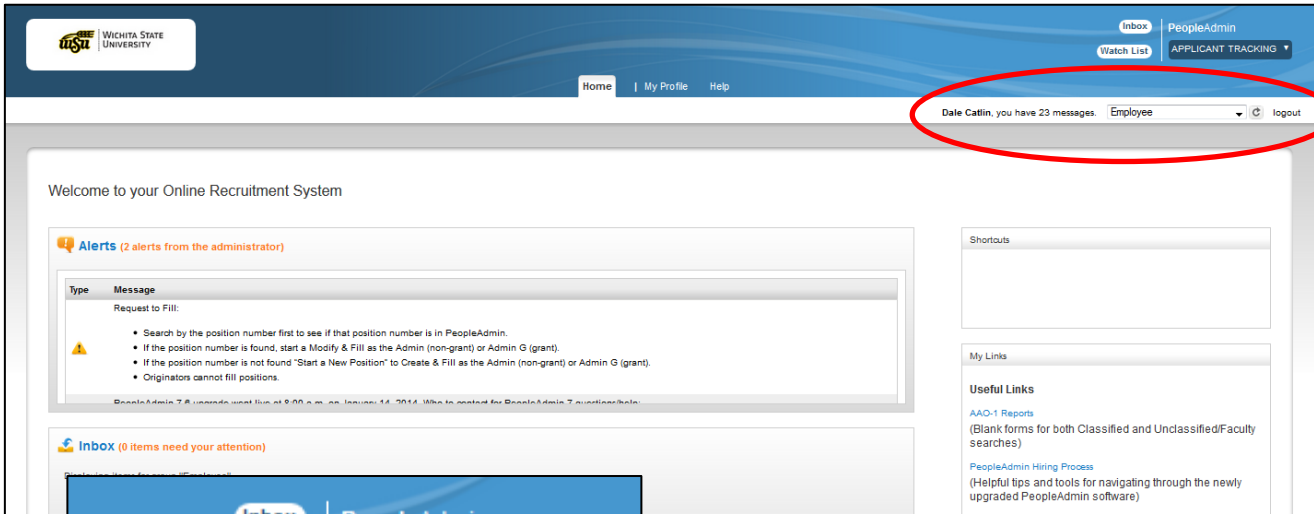
Log in using your WSU ID and password

1. Click the Yellow link

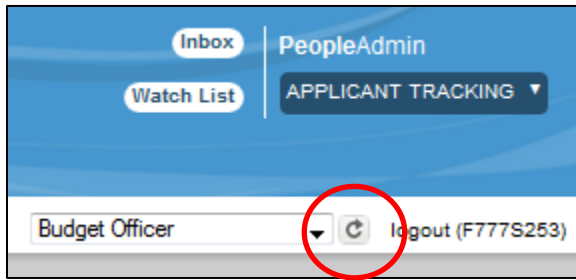
2. Enter your WSU ID and password



3. Change your User type/role



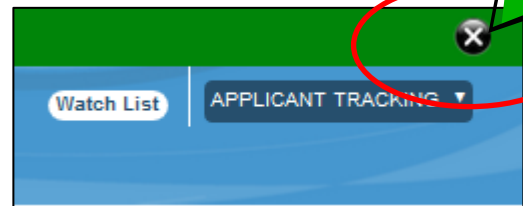
4. Press the Refresh Arrow (VERY important)



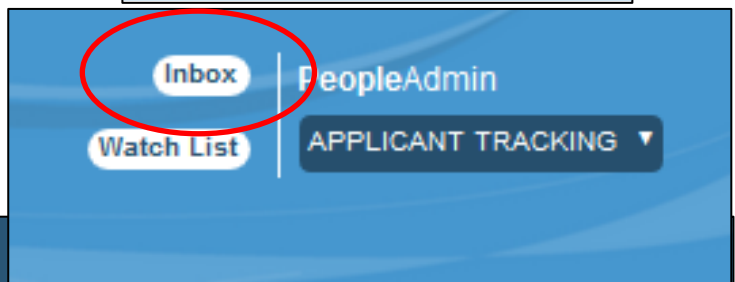
5. You should get a green banner at the top of your screen saying you changed roles successfully.



6. Click the black "X" to get rid of the green banner



7. Click your Inbox button



8. You can now see everything you need to approve and at what level at a glance.



### Postings Inbox Report

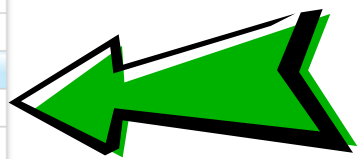
Postings | Hiring proposals | Actions | Onboarding

#### Postings Reports

- Awaiting approval (0)
- Admin (0)
- Budget Officer (0)
- Budget Review Officer (0)
- Employee (0)
- Principal Investigator (0)
- Search Chair (0)
- Search Committee Member (0)
- Supervisor (0)
- Vice President (0)

#### Postings Awaiting approval

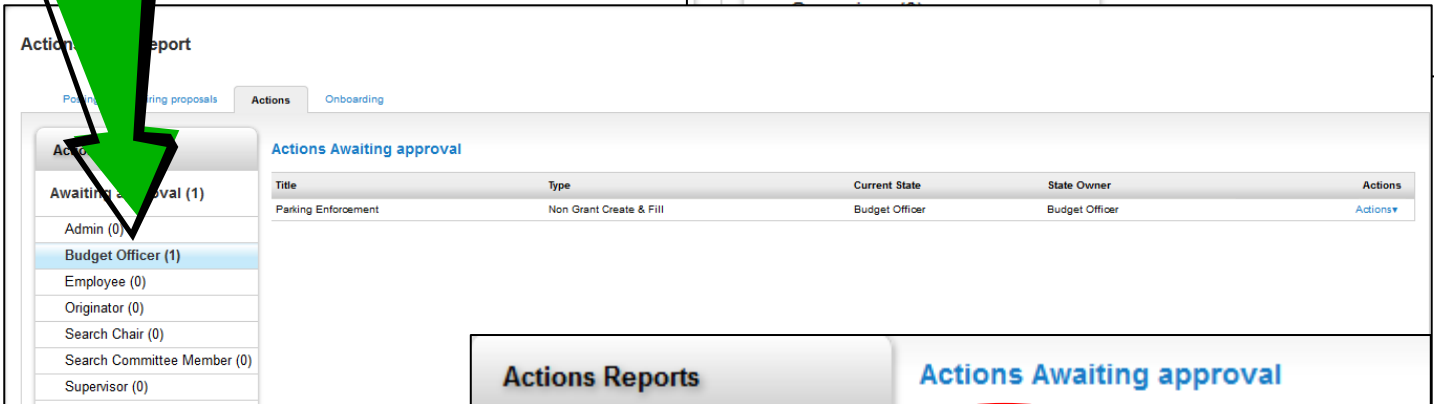
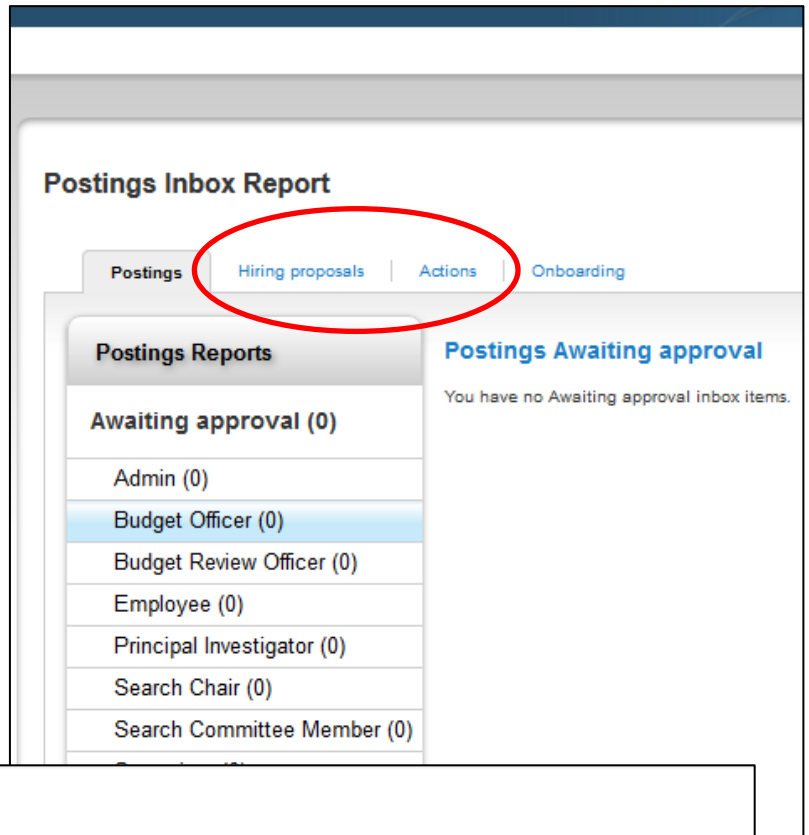
You have no Awaiting approval inbox items.



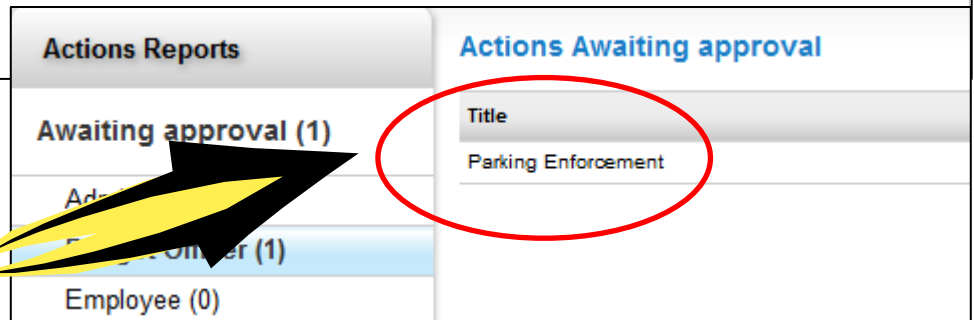
9. You can use the tabs to view Hiring Proposals, Position Descriptions/ Requests to Fill

10. Change your User Role using steps 3 through 4 above to see each item each role on your watch list needs to review and approve.

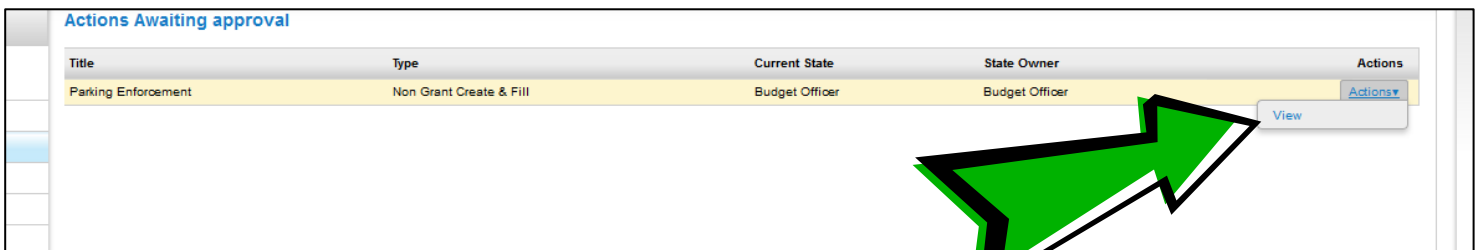
11. Since Budget Officer has one action to approve, click on the Budget Officer tab on the left.



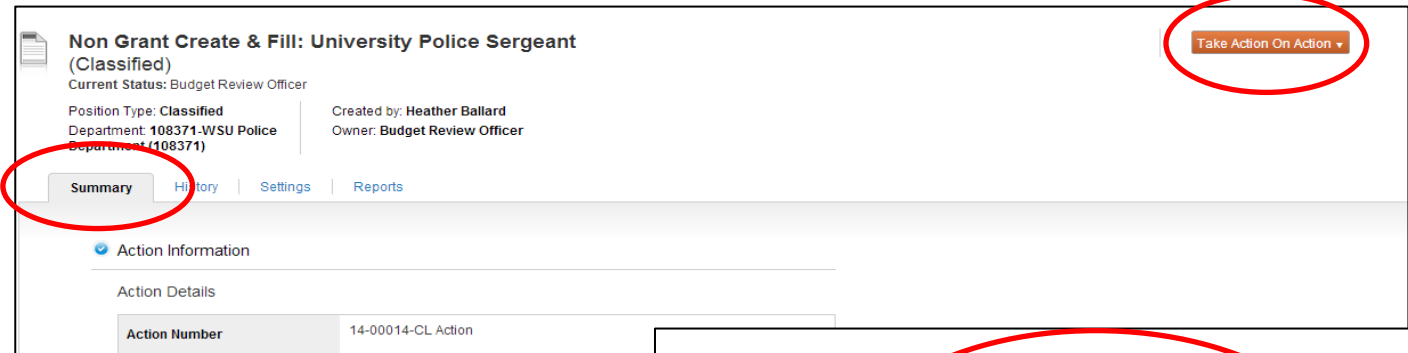
12. The action requiring your attention will show under the Title.



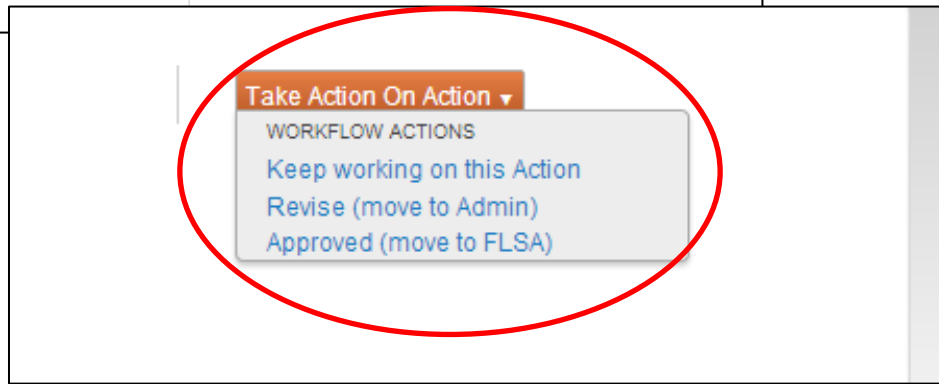
13. On the far right side of the action line will be an Actions drop-down menu. Click the View option.



14. You will be taken to the summary screen so you can review. Scroll through the information then go back to the top right of your screen to the orange “Take Action on...” button.



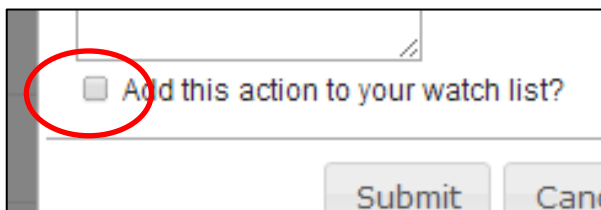
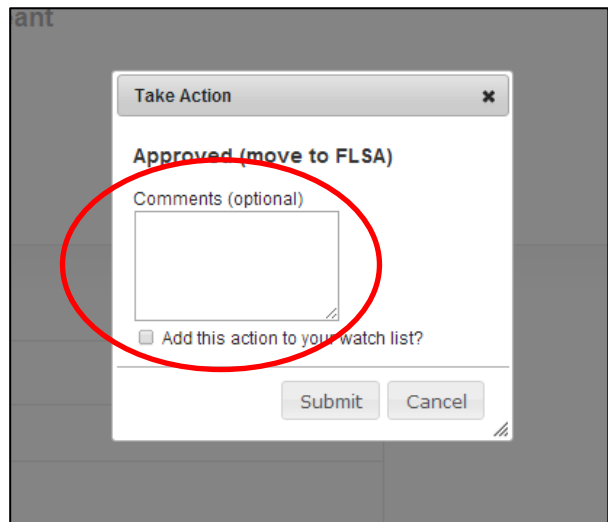
15. From the drop-down menu you will be presented 3 choices:
- Keep working on this Action
  - Revise (move to Admin)
  - Approve (move to the next approver level)



16. If you want to study this further or you need to add some comments, you can select **Keep working on this Action**. This is still waiting for your review/approval.

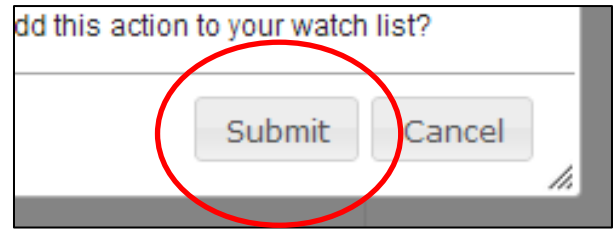
17. If you find mistakes, you will **Revise (move to Admin)** for corrections. Be sure to include your corrections in the “Comments” box that will appear when you make your selection. Only the Admin user can make corrections. This allows all parties to better understand what is needed in the form and to let those who have already approved know of any corrections done after they approved.

18. If you are happy with what you have seen, then you would **Approve (move to next approver)**.



19. If you want to track this action through the approval process you can put a check in the **Add this action to your watch list?**

20. Hit the **Submit** button to finish your approval or Cancel if you need to go back.



21. You will see a green banner at the top of your browser telling you were successful.



22. Click the black X on the right of the green bar to clear it if you have more approvals.

23. Click the Inbox again to approve more and return to Step 9. Or you can just close your browser window if done.

