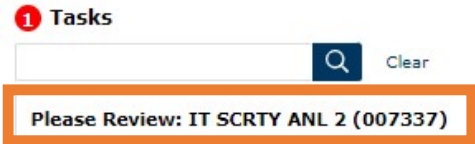







REVIEW JOB DESCRIPTION & COMPLETE NEW TABS

(Department HR Approver and/or Classification Approver)

Step #	Directions	Visual Example
1	The Department HR or Classification Approver now has a task to review by double clicking on the title.	
2	On the HR/Comp Approvals tab, the Classification Approver will need to complete the HR Approved Action field. <i>Only the approved status will be sent to iCIMS.</i>	
3	 If a position is currently classified as represented and will be changing to non-represented, the Department HR/Compensation Analyst will need to partner with Workforce Relations prior to final approval.	



PROCEED TO POSITION UPDATER

(Department HR Approver and/or Classification Approver)

Step #	Directions	Visual Example
4	<p>The Department HR/Classification Approver can perform any of the actions as the Job Preparer, but can now return to the prior step if desired.</p> <p>If the Department HR/Classification Approver approves the job description and clicks Accepts Changes in Current Workflow Step.</p>	
5	<p>For reclassifications, the new job description and reclass approval/denial letter can be printed/downloaded and sent to appropriate stakeholders.</p>	