

Group Inboxes for Approvals

PAPE Form Approvals

Select **“AHR, PAPE Reviewer”** in the second box and **“PAPE, Final Approver”** in the third box.

Once the appropriate approvers at each level have been selected, click **“Save”**

HOME APPLICANTS **JOBS** RESOURCES




Labor and Employee Relations Specialist
Academic Professional - Pending


Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Job questions saved successfully

All approvers must be selected. For PAPE, see ? for approval guidance. For OEOA/Provost approval line see ?

Title	Name
College/Unit	Approver: McClure, Kristen 
AHR PAPE Reviewer	Approver: AHR, PAPE Reviewer 
PAPE Final Approver	Approver: PAPE, Final Approver 

 Save

Hiring Request Form Approvals

For the second through fourth level, use the group inboxes as specified below. If your unit does not report to the Chancellor, then list **“AHR, Hiring Request”** in both the second and third box. If your unit does report to the Chancellor, then select **“Chancellor, Hiring Request”** in the second box and **“AHR, Hiring Request”** in the third box. Select **“Provost, Hiring Request”** in the fourth box.

Once the appropriate approvers at each level have been selected, click **“Save”**





HOME APPLICANTS **JOBS** RESOURCES


HR Specialist - Academic HR
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Dean/MAU Officer	Approver: McClure, Kristen 
Chancellor (if unit reports) / AHR (all other)	Approver: Chancellor, Hiring Request 
AHR	Approver: AHR, Hiring Request 
Provost	Approver: Provost, Hiring Request 

 Save

Request to Rehire a Retiree Form Approvals

Use the group inbox “Chancellor, Retire Rehire Approval” on the last approval line.

Once the appropriate approvers at each level have been selected, click “Save”

HOME APPLICANTS **JOBS** RESOURCES

Academic Hourly - Academic Human Resources

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Unit or Department Head	Approver: McClure, Kristen
Dean or Equivalent	Approver: Stone, Deb
Chancellor or designee	Approver: Chancellor, Retire Rehire Approval

Save

Appointment Change Form/Search Waiver/Search/Summary Form

- Line 1 Approver: Select the AA Officer
- Line 2 Approver: Select the Department Approver
- Line 3: Select the Department/School Approver (All colleges/units without schools choose the same approver for both the Department and Department/School approval lines.)
- Line 4: Select the EEO Officer
- Line 5: Select the College/Unit Approver
- Line 6: Select “Department, OEOA” or “Office, Provost” approver for line 6 (All departments in College Code NB, as well as the GSLIS, LER, Law, and Social Work must select Provost Office for the OEOA/Provost approval line. All others select OEOA.)
- Line 7: Select Department, OEOA

HOME APPLICANTS **JOBS** SETUP RESOURCES

Event Coordinator - OEOA
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Job questions saved successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Affirmative Action Officer	Approver: Hagler, Andrew
Department	Approver: Johnson, Heidi
Department/School	Approver: Shin, David
EEO Officer	Approver: Simpson, Cloleeta
College/Unit	Approver: Alexander, Leslie
OEOA or Provost	Approver: Department, OEOA
OEOA	Approver: Department, OEOA

Save