
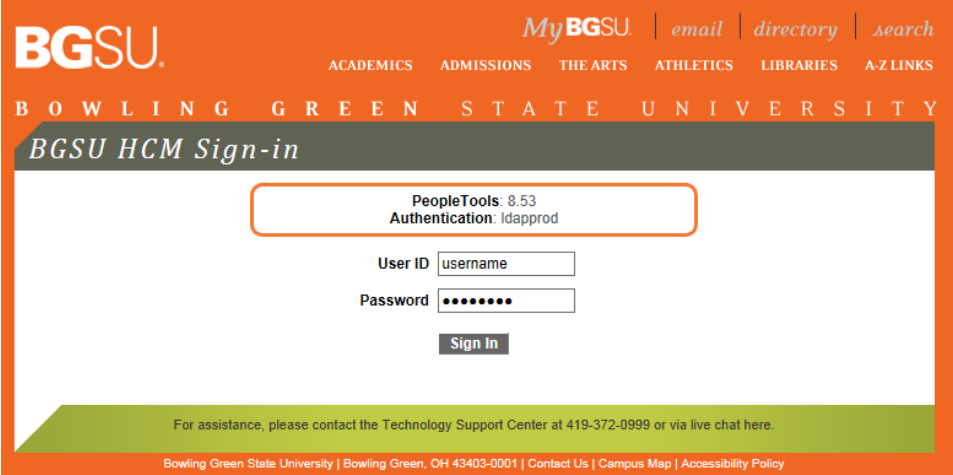
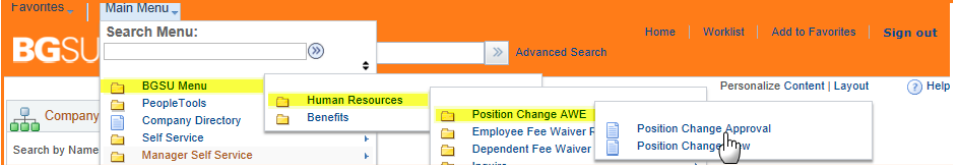
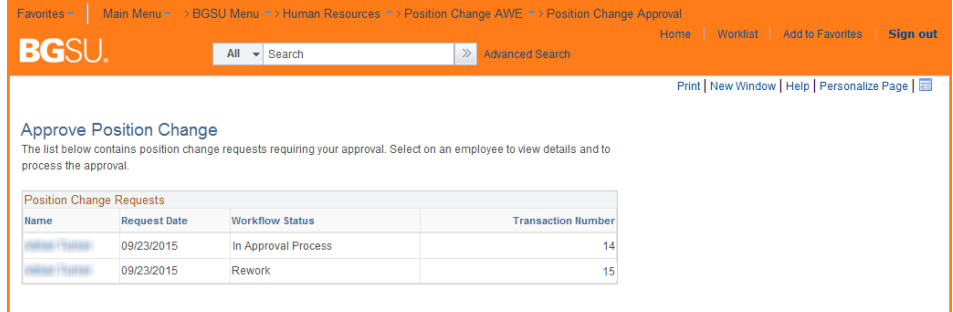


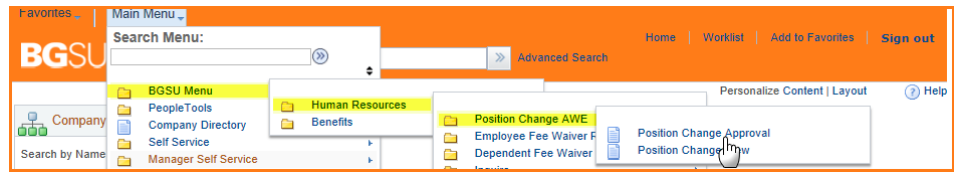
Position Change Request – Approval Process

<p>PROCESS OVERVIEW</p>	<p>The purpose of this reference guide is to provide an overview of Position Change Request approval process. This document is set up according to the various tasks that may be performed when using Position Change Request.</p> <ol style="list-style-type: none"> 1. Begin at hcm.bgsu.edu 2. Enter Username and Password 3. Navigate: BGSU Menu > Human Resources > Position Change AWE > Position Change Approval 																
<p>Where do I go?</p>	<p>BGSU Menu > Human Resources > Position Change AWE > Position Change Approval</p>																
<p>SECTION I NAVIGATION</p> <p>Begin the process at hcm.bgsu.edu</p> <p><i>Note: Please use Internet Explorer</i></p>																	
<p>Step 1: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 1a: Click Sign In</p>																	
<p>Step 2: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Approval</p>																	
<p>You can view the requests in your approval queue on the Position Change Approval page.</p> <p>In Approval Process = request is waiting to be approved.</p> <p>Rework = request has been pushed back for changes.</p>	 <table border="1"> <thead> <tr> <th colspan="4">Position Change Requests</th> </tr> <tr> <th>Name</th> <th>Request Date</th> <th>Workflow Status</th> <th>Transaction Number</th> </tr> </thead> <tbody> <tr> <td>...</td> <td>09/23/2015</td> <td>In Approval Process</td> <td>14</td> </tr> <tr> <td>...</td> <td>09/23/2015</td> <td>Rework</td> <td>15</td> </tr> </tbody> </table>	Position Change Requests				Name	Request Date	Workflow Status	Transaction Number	...	09/23/2015	In Approval Process	14	...	09/23/2015	Rework	15
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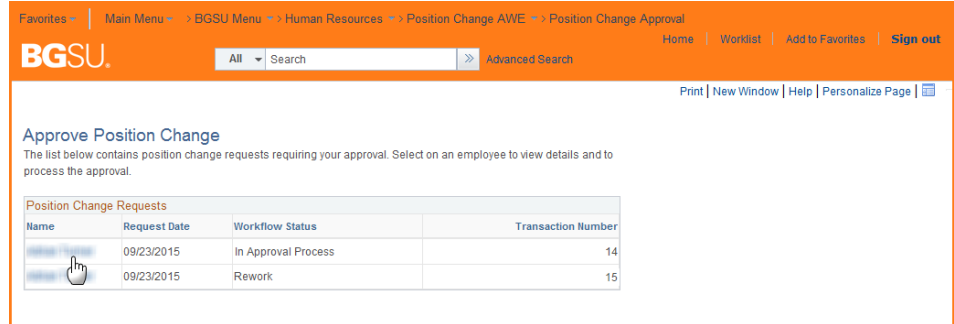
Position Change Request – Approval Process

SECTION II IN APPROVAL PROCESS

Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Approval



Step 2: Click the name to see details of request with In Approval Process status.

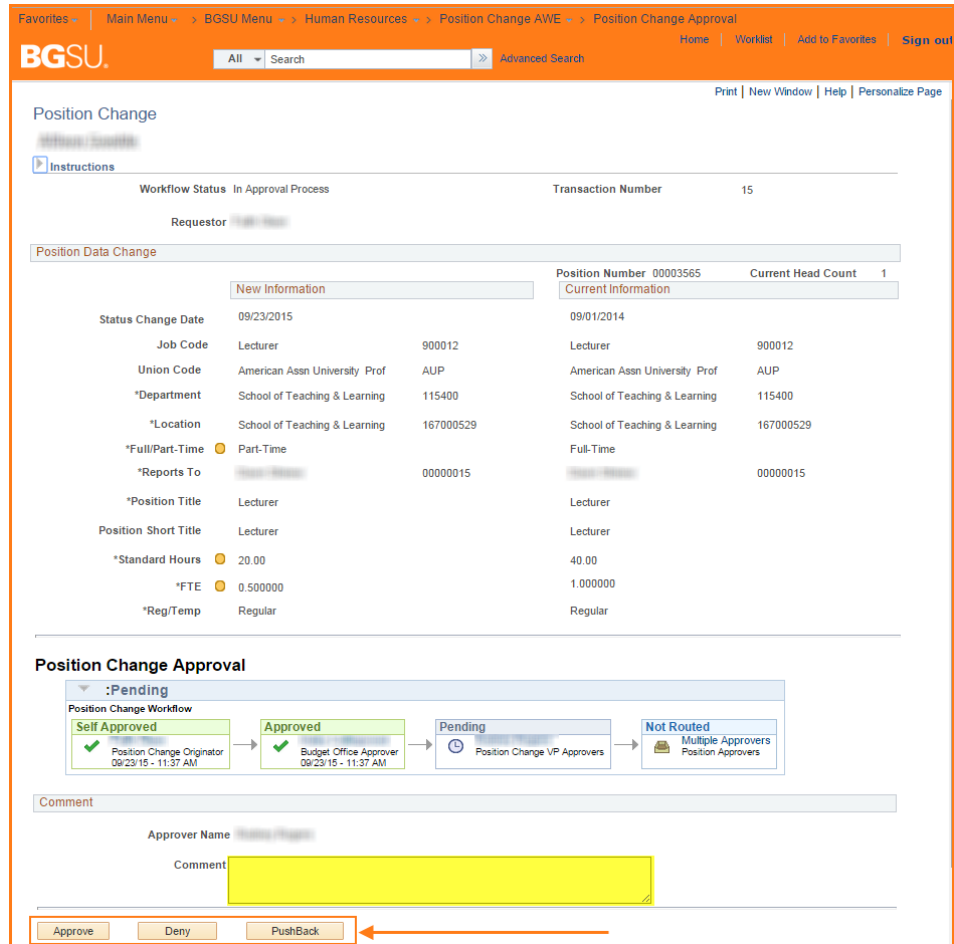


Step 3: On the In Approval Process page, you can Approve, Deny, or PushBack requests. Comments are required for Deny or PushBack options.

Approve = Request will be moved to the next approver. If you are the final approver in the approval process, data will be updated and saved in HCM.

Deny = Request will be closed with no data update will be made in HCM.

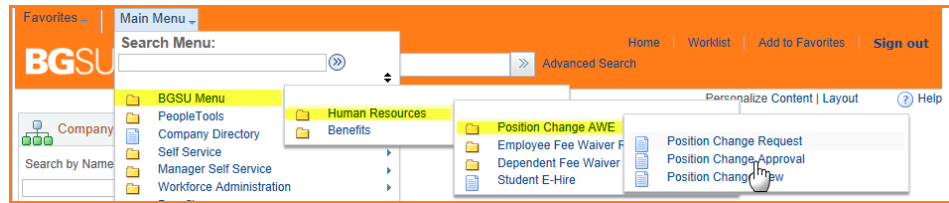
PushBack = Request will be put in the last approver's list. Each approver must push back the request until it is in the originator's Position Change Approval list. Originator will be able to make changes and resubmit request for approval.



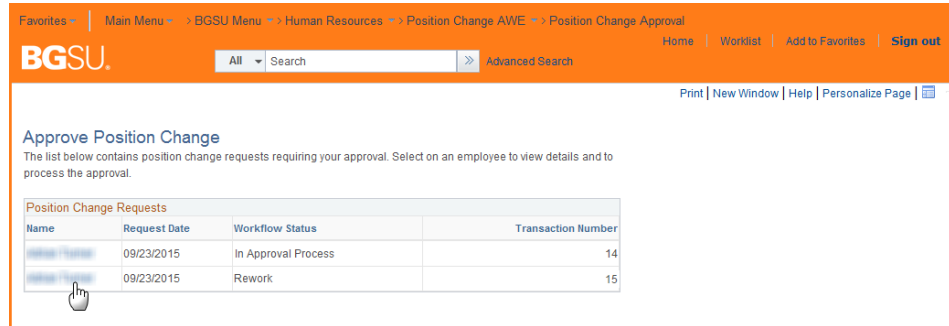
Position Change Request – Approval Process

SECTION III REWORK

Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Approval



Step 2: Click the name to see details of request with Rework status.



Step 3: Comments are required when sending the request back to original requester.

Only the original requestor can make changes. Approvers will need to use the **PushBack** button to move the request back to the original requestor's approval list for editing.

