

Western PageUp

Form Approver Quick Reference Guide

Home Jobs People

This user guide is intended for approvers on the three forms used within PageUp: Position Description, Recruitment Request, and Offer.

For all approvals, if an Approver needs to be switched, be sure to add a note to the Position Description or Recruitment Request using the “Adding a Note When Acting as Current Approver” instructions at the end of this guide.

Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
 - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
 - b. Password: Your universal password

To Approve a Position Description

Email notifications are sent to approvers in sequential order automatically during the approval process.

1. Login to Western PageUp
2. Click “jobs awaiting your approval”
3. Locate the Position Description from the notification email
 - a. Position Descriptions needing approval will have blanks in the “New” and “Replacement” columns
4. Click “view”
5. Review the Position Description
6. Click “Approve” or “Decline” at the bottom of the form
7. Declining the form will prompt for a reason and comment

Changing Approvers on the Position Description

If an approver needs to be changed we recommend working with the Originator or Hiring Manager listed on the Position Description to make the necessary adjustments. This includes changing the approver listed when the form is sent to a shared inbox. Only approvers who have not yet approved the form can be changed.

1. Login to Western PageUp

2. Click the "Manage position descriptions and create a new requisition" button in the "Position Descriptions" box
3. Search for the Position Description needing an approver change
4. Shared inboxes will have information about the position within the notification email
5. Scroll down to the approvals section
6. Update the assigned approver
 - a. Click "Edit"
 - b. Search for the approver name (your name)
 - c. Select your name
7. Refresh the page, the new approver should appear in the approval section
8. Click "Submit and Exit"
 - a. The new approver will be notified to login to the system to review/approve. See above for instructions.

Note for shared inboxes: After the changes have been made, the new approver will receive a second email prompting them to review/approve.

To Approve a Recruitment Request

Email notifications are sent to approvers in sequential order automatically during the approval process.

1. Login to Western PageUp
2. Click "jobs awaiting your approval"
3. Locate the Recruitment Request from the notification email
 - a. Recruitment Requests needing approval will have a number in the "New" and "Replacement" columns, including "0"
4. Click "view"
5. Review the Recruitment Request
6. Click "Approve" or "Decline" at the bottom of the form
 - a. Declining the form will prompt for a reason and comment

Changing Approvers on the Recruitment Request

If an approver needs to be changed we recommend working with the Originator or Hiring Manager listed on the Recruitment Request to make the necessary adjustments. This includes changing the approver listed when the form is sent to a shared inbox. Only approvers who have not yet approved the form can be changed.

1. Login to Western PageUp

2. Click "Jobs"
3. Search for the job indicated in the email
4. Scroll down to the approvals section
5. Update the assigned approver
 - a. Click "Edit"
 - b. Search for the approver name (your name)
 - c. Select your name
6. Refresh the page, the updated approver's name should appear in the approval section
7. Click "Submit and Exit"
 - a. The new approver will be notified to login to the system to review/approve. See above for instructions.

Note for shared inboxes: After the changes have been made, the new approver will receive a second email prompting them to review/approve.

To Approve an Offer

Email notifications are sent to approvers in sequential order automatically during the approval process.

1. Login to Western PageUp
2. Click "Offers awaiting your approval" on the home page
3. Click "View" to see the details and to take action
 - a. Reminder: Review the Start Date, Salary and Salary Notes
4. Click "Approve" or "Decline"

Note: The official offer cannot be made to the candidate until the approval process is complete.

Changing Approvers on the Offer

If an approver needs to be changed we recommend working with the Originator or Hiring Manager listed on the Recruitment Request to make the necessary adjustments. This includes changing the approver listed when the form is sent to a shared inbox. Only approvers who have not yet approved the form can be changed.

1. Login to Western PageUp
2. Click 'Jobs' in the top left
3. Search for the job indicated in the email, and click the job title
4. Click 'View Applications'
5. Search for the Applicant indicated in the email, and click the applicant's name

6. Click 'Offer Details'
7. Scroll down to the approvals section
8. Update the assigned approver from the shared inbox (ex: EOO@wwu.edu) to the person approving
 - a. Click 'Edit'
 - b. Search for the approver name (your name)
 - c. Select your name
9. Refresh the page, the updated approver's name should appear in the approval section
10. Click "Save & Close"
 - a. The new approver will be notified to login to the system to review/approve. See above for instructions.

Adding a Note When Acting as Current Approver

A note should be added to a Position Description or Recruitment Request when an approver is absent or on leave and an "acting" approver has been given authority to approve requests.

1. With the Recruitment Request or Position Description Open click the "Notes" tab at the top of the form
 - a. If an "acting" approver is needed on the Request to Offer, add a note to the original Recruitment Request.
2. In the "Add" dropdown select "Note"
3. In the "Note" section write, "(New Approver) approved as acting (Position) in place of (Original Approver)."
4. [Optional] Email the Note to the Original Approver
 - a. Check "E-mail this note to"
 - b. Search for the Original Approver in the "User" field
5. Click "Submit"

Additional Resources

1. [PageUp Login](http://western.pageuppeople.com) – western.pageuppeople.com
2. [PageUp User Guides](http://wp.wwu.edu/dataresources/wtm) – wp.wwu.edu/dataresources/wtm
3. [Approval Routing](https://wp.wwu.edu/dataresources/approval-routings/) - https://wp.wwu.edu/dataresources/approval-routings/
4. Need more help? Contact Human Resources, Stephanie Norsby: Stephanie.Norsby@wwu.edu or 360-650-3306