







Evaluating and Approving an eForm

Step	Action
1.	Step 1: <u>Receive e-mail notification</u>
2.	Click the Approval Action Required e-mail link.
3.	Click the Click Here link provided within the e-mail notification. Click Here
4.	Sign In using your CCID and Password.
5.	If you did not use the e-mail notification link and accessed PeopleSoft HCM a different way, you can use the Worklist feature. click the Worklist option.
6.	Within the line you want to view, click in the Link column 
7.	Step 2: <u>Review the Hire Personal page</u>
8.	Click the Next button. 
9.	Step 3: <u>Evaluate Job Information</u> Review and verify for accuracy.
10.	You may change the editable fields, Click the Next button. 
11.	Step 4: <u>Evaluate Compensation Information</u> Review and verify for accuracy.
12.	Within the Compensation Information section Ensure that the defaulted information is correct.

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13.	Click the Next button. 
14.	Step 5: <u>Evaluate UA Specific Information (if applicable)</u>
15.	Click the Next button. 
16.	Step 6: <u>Action Approval Request</u>
17.	Ensure the appropriate Action/Reason information is correct.
18.	view and add attachments to the eForm.
19.	Comments section enter any additional information
20.	Select the appropriate approval action. 
21.	End of Procedure.