

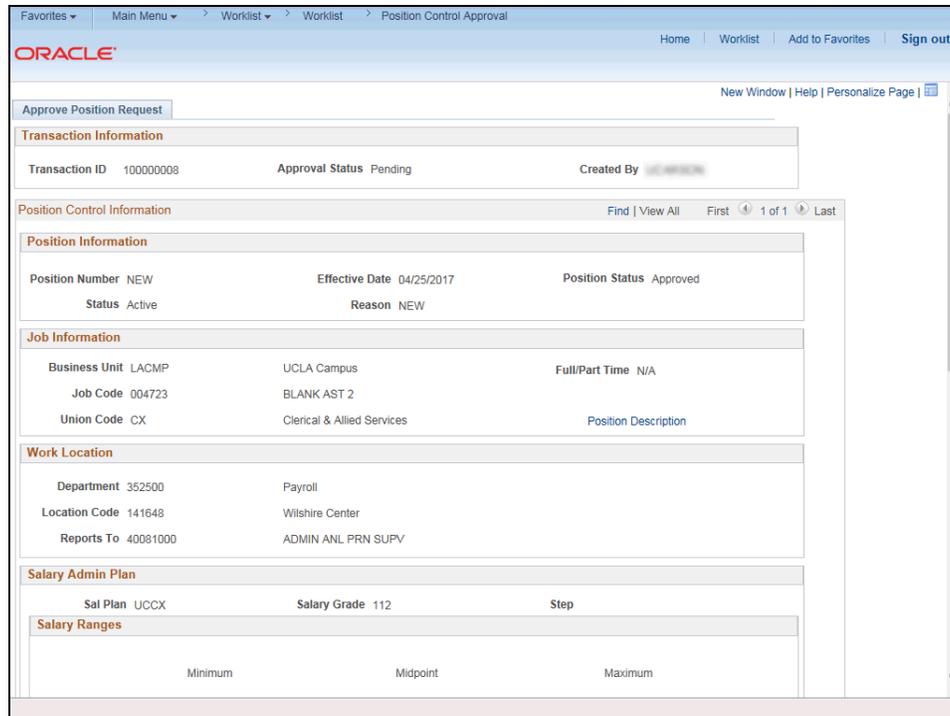
Use this task to approve a position control request.

**Navigation:**

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

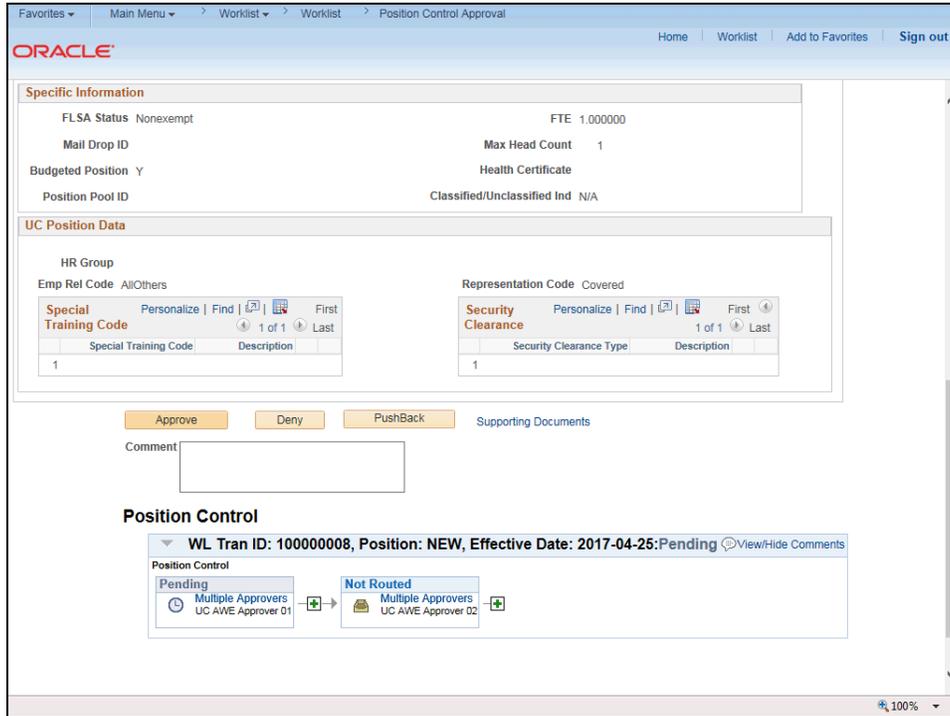
*or*

Click the transaction link in the system-generated email notification.

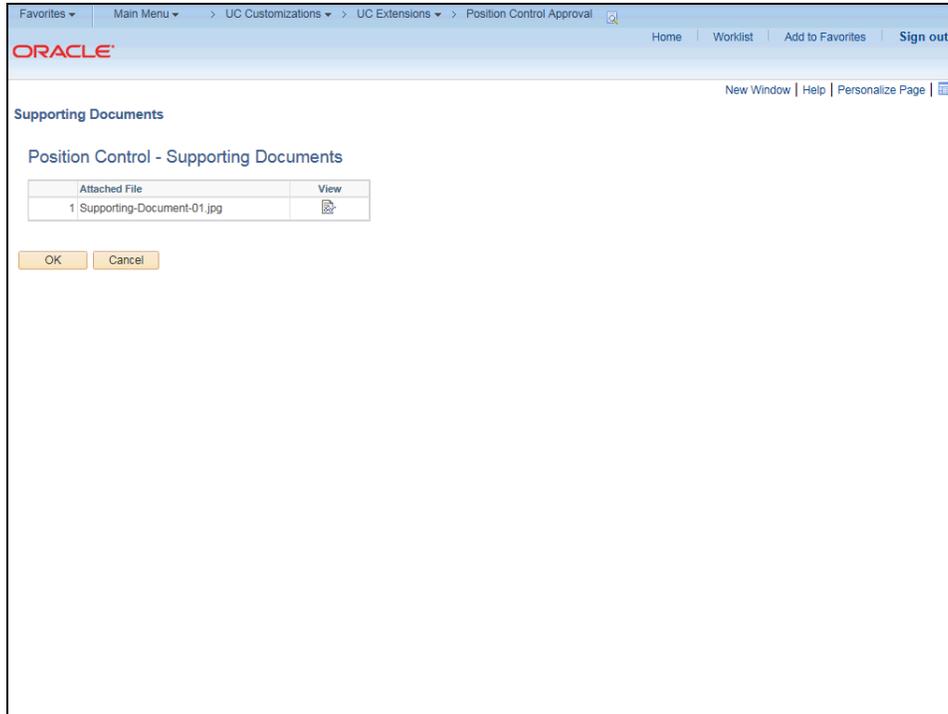


Step	Action
1.	The <b>Approve Position Request</b> page displays details for the pending position control request.  As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	The <b>Transaction Information</b> section displays the system-generated transaction ID number, approval status and the initiator's ID.
3.	The <b>Position Control Information</b> section displays the position details entered by the initiator.  In this example, the request is for a new position. The <b>Position Number</b> field value defaults to <b>NEW</b> . Upon final approval, the system automatically assigns the new position the next available position number.

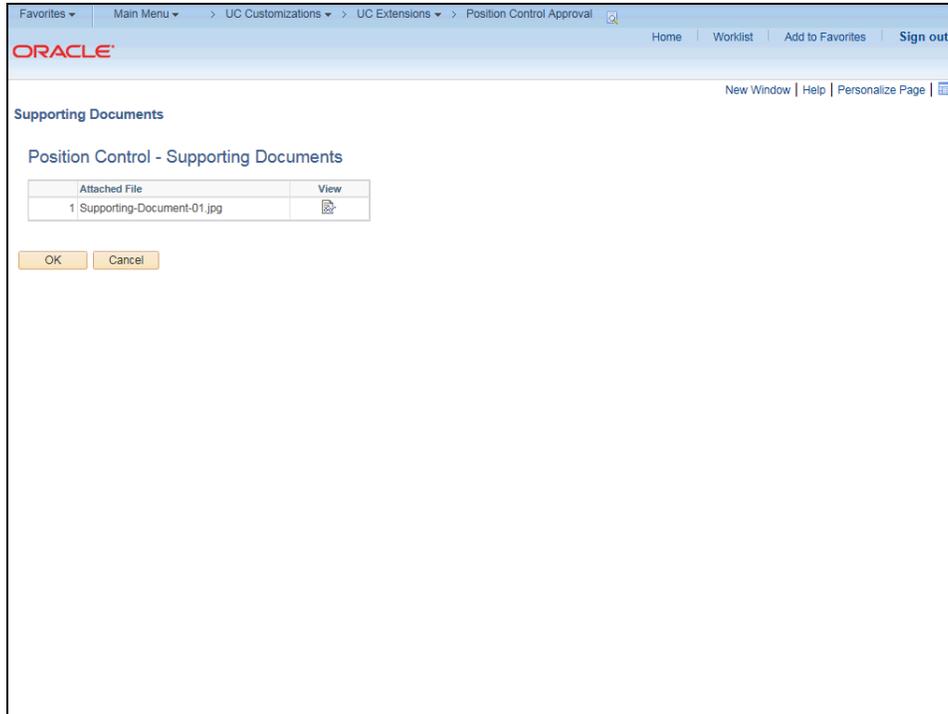
Step	Action
4.	If necessary, scroll down to display additional fields and page functions.  Click the scroll bar.



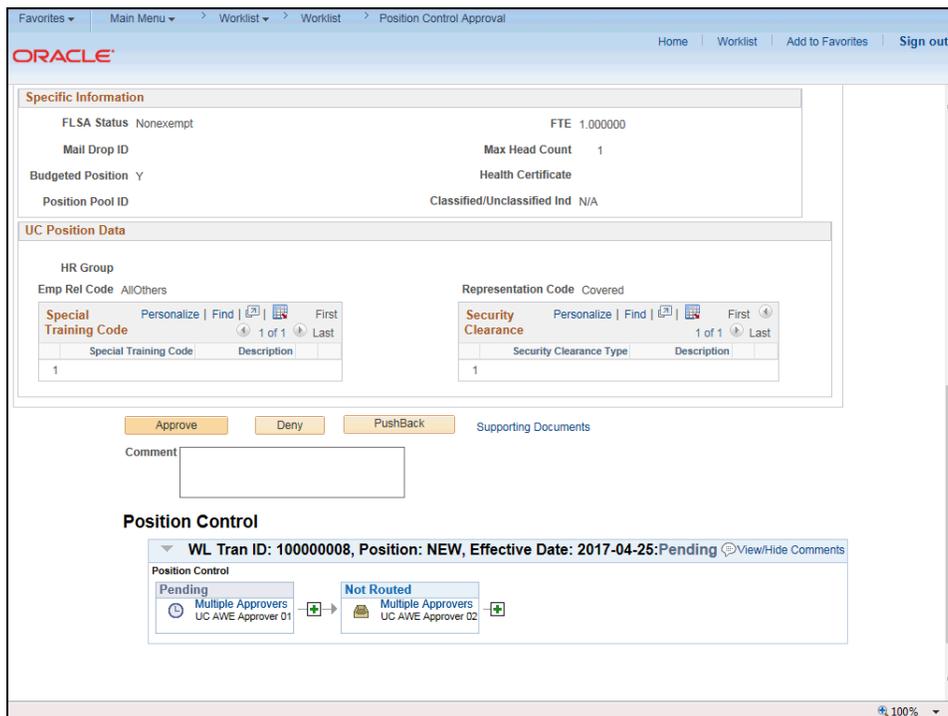
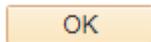
Step	Action
5.	Notice that below the transaction data entry fields, there is a <b>Supporting Documents</b> link. The initiator can attach one or more supporting documents to the transaction.  Click the link to display the <b>Supporting Documents</b> page to verify whether there are attachments.



Step	Action
6.	If there is one or more supporting documents, click the corresponding <b>View</b> icon to display the attachment you want to view. The system opens the document in a separate browser tab. When you are finished viewing the attachment, close the separate tab.



Step	Action
7.	Click the <b>OK</b> button to return to the <b>Approve Position Request</b> page.



Step	Action
8.	<p>Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending.</p> <p>The Approver 1 level can approve or deny position control requests, or push back to the initiator.</p> <p>The Approver 2 and 3 levels can approve, pushback to a previous approver (not the initiator) or deny transactions.</p>
9.	<p>After you review the transaction details, you can approve, push back (if applicable) or deny the transaction.</p> <p>Comments are required when you push back or deny a transaction.</p> <p>In this example, you will approve the transaction.</p>
10.	<p>When you are ready to approve the transaction, click the <b>Approve</b> button.</p> <div style="text-align: center; margin-top: 10px;">  </div>

The screenshot displays the Oracle UCPath interface for a Position Control Approval. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Worklist > Worklist > Position Control Approval. The page title is 'ORACLE'.

**Specific Information:**

- FLSA Status: Nonexempt
- FTE: 1.000000
- Mail Drop ID: [Blank]
- Max Head Count: 1
- Budgeted Position: Y
- Health Certificate: [Blank]
- Position Pool ID: [Blank]
- Classified/Unclassified Ind: N/A

**UC Position Data:**

- HR Group: [Blank]
- Emp Rel Code: AllOthers
- Representation Code: Covered
- Special Training Code table: 1 row with Special Training Code '1' and Description [Blank].
- Security Clearance table: 1 row with Security Clearance Type '1' and Description [Blank].

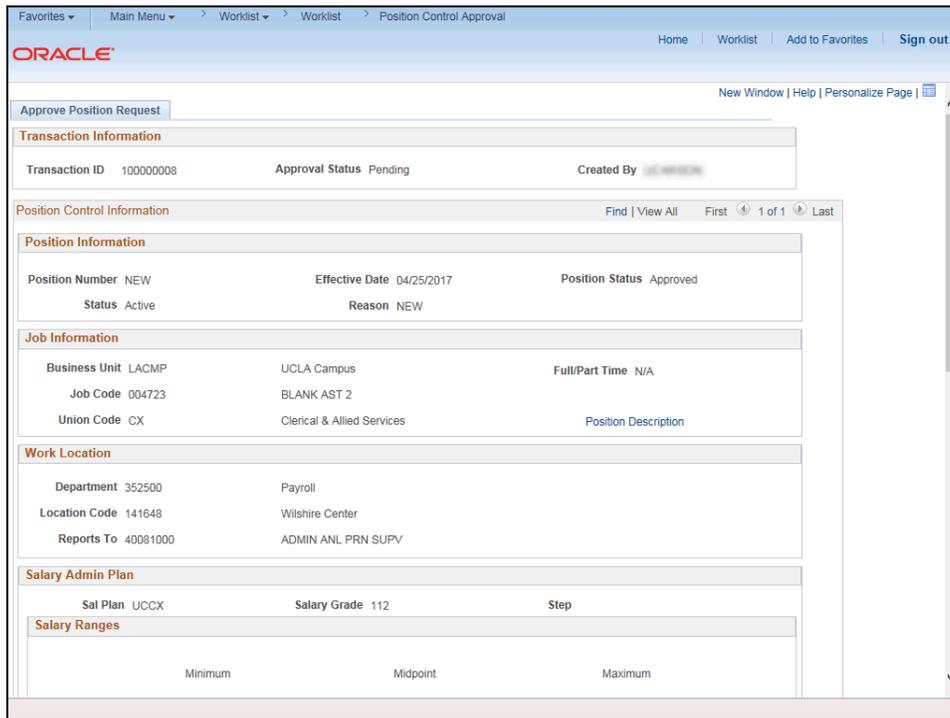
**Position Control:**

WL Tran ID: 100000008, Position: NEW, Effective Date: 2017-04-25: Pending

The workflow diagram shows:

- Approved:** UC AWE Approver 01 (05/31/17 - 1:10 PM)
- Pending:** Multiple Approvers (UC AWE Approver 02)

Step	Action
11.	<p>After you approve a transaction, the transaction page no longer displays the approval action buttons.</p> <p>The approval status monitor (the <b>Position Control</b> section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.</p>
12.	<p>If necessary, scroll up to display additional fields and page functions.</p> <p>Click the scroll bar.</p>



Step	Action
13.	<p>Upon final approval, the <b>Approval Status</b> field displays <b>Approved</b>. In this example, not all approvals are complete, therefore the status is <b>Pending</b>.</p>
14.	<p>You have approved a position control request.</p> <p><b>End of Procedure.</b></p>