Approving a Position Description or Position Modification:

To log into People Admin go to the Human Resources website [http://www.wpi.edu/offices/hr.html](http://www.wpi.edu/offices/hr.html) and click on People Admin Login
You should be under the Position Management Module (orange) and your user type should be supervisor/manager, or department head or division head depending on your position. If you change your user type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff Position Requests to begin.

A list will appear. Find the position that needs approval and click on the position title to open the position description.

This will bring you to the summary of the position description. Review the information. Sections can also be edited. If you make a change, be sure to save it. At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your supervisor, department head or division head whichever is the next level of approval for you.
A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

Once this reaches Human Resources they will then approve and post the position.

Please call us at 508-831-5470 or email human-resources@wpi.edu if you need assistance!