

Section 2

Searching for an Action

This section includes instructions on how to track an action in the PV PAWS system

This is the "Search Actions" page. You may locate any action in the system using the "search actions" function. This feature allows you to track actions for your department that are currently awaiting approval in the system. You may filter your selection by specific criteria, or you may leave the search criteria blank to retrieve all of the position descriptions you have routing in the system.

- JOB POSTINGS
 - VIEW ACTIVE
 - VIEW HISTORICAL
 - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
 - BEGIN NEW ACTION
 - SEARCH ACTIONS
 - PENDING ACTIONS
 - SEARCH POSITIONS
- ADMIN
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

Search Actions

✓ The status of Action has successfully been changed to **Action Submitted to Hiring Authority**.

Search Actions

Classification Title	<input type="text" value="Any"/>	Status
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[Check All](#) [Clear All](#)

- Action Saved Not Submitted
- Action Submitted to Hiring Authority
- Action Submitted to Dean/Director
- Action Submitted to Area VP
- Action Submitted for Initial HR Review
- Action Submitted to Budget
- Action Submitted to VP of Business Affairs
- Action Submitted for Final HR Review
- Action Returned to Submitter
- All Approvals Obtained (Position

To Check All, click here.

JOB POSTINGS

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JOB DESCRIPTIONS

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ADMIN

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Classification Title

PIN #

- Status
- Action Submitted for Initial HR Review
 - Action Submitted to Budget
 - Action Submitted to VP of Business Affairs
 - Action Submitted for Final HR Review
 - Action Returned to Submitter
 - All Approvals Obtained (Position Description Reclassified)
 - All Approvals Obtained (Position Description Updated)
 - All Approvals Obtained (New Position Description Created)
 - All Approvals Obtained (Request to Fill Approved)
 - All Approvals Obtained (Reclass and Fill Approved)
 - Action Cancelled (Final)

Click search.



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Once you have located the action request you would like to view, click on "View" or "View Summary" below the classification title.

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ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

HR HOME

View Actions

View Actions

3 Records

Classification Title	Status	Action Type	Action #	PIN #	Employee Last Name	Date of Last Action	Date Approved
Professor and Head View View Summary	Action Submitted to Dean/Director	New Position and Fill (Faculty)	002316	NEW			
Professor and Head View View Summary	Action Submitted for Initial HR Review	New Position (Faculty)	002312	NEW		07-21-2009	
Professor and Head View View Summary	Action Returned to Submitter	Update Position and Fill (Staff)	001361	04433	Anderson	06-09-2008	

Search Actions

Classification: Department:

View summary of entire position here. Scroll down to view entire page.

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JOBS@PVAMU

JOB POSTINGS

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JOB DESCRIPTIONS

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ADMIN

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Or click "Go To Tab View" to review individual pages.

Action: Request to Fill (No Change to Position)

To change the status of this action, choose from the statuses below:

[Go To Tab View](#)

 [Printer-Friendly Version](#)

Action Status

No Status Changes Available.

CANCEL

Current Title

Classification title: Bus Driver

Title Code: 4034

Job Category: Staff

Entry Level:

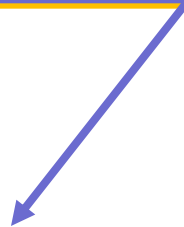
Minimum Salary:

View the action history of approved requests.

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Action History

02-17-2006 6:07 PM	Sample Creator
<i>Action Submitted to Dean/Director</i>	
View Summary	
02-17-2006 6:32 PM	Sample HR Administrator
<i>Save</i>	
View Summary	
02-17-2006 6:33 PM	Sample DeanDirector
<i>Action Submitted to Area VP</i>	
View Summary	
02-17-2006 6:34 PM	sample Area VP
<i>Action Submitted to Budget</i>	
View Summary	
02-17-2006 6:35 PM	sample budget
<i>Action Submitted for Final HR Review</i>	
View Summary	



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