

Section 2:

Searching for an Action

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

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 approved position descriptions you have access to in the system.

Search Actions

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

Search Actions

Check All Clear All	
<input type="checkbox"/>	Action Saved Not Submitted
<input checked="" type="checkbox"/>	Action Submitted to Hiring Authority
<input type="checkbox"/>	Action Submitted to Dean/Director
<input type="checkbox"/>	Action Submitted to Area VP
<input type="checkbox"/>	Action Submitted for Initial HR Review
<input type="checkbox"/>	Action Submitted to Budget
<input type="checkbox"/>	Action Submitted to VP of Business Affairs
<input type="checkbox"/>	Action Submitted for Final HR Review
<input type="checkbox"/>	Action Returned to Submitter
<input type="checkbox"/>	All Approvals Obtained (Position

Classification Title:

Status:

To check all, click here.





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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



SEARCH **CLEAR RESULTS**



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• Welcome **Sample Creator**. You are logged in.

View Actions

View Actions

1 Record

Classification Title	Status	Action Type	Action #	PTN #	Employee Last Name	Date of Last Action	Date Approved
Bus Driver View View Summary	All Approvals Obtained (Request to Fill Approved)	Request to Fill (No Change to Position)	000078	04891	Johnson	02-17-2006	

Once you have found the action request you want to view, click the “view or view summary link” below the classification title.

Search Actions

[Check All](#) [Clear All](#)

- Action Saved Not Submitted
- Action Submitted to Hiring

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

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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.

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	

