

GUIDE FOR APPROVERS
POSITION APPROVAL REQUEST FORM
(PARF)



Revised 9/17/2019

APPROVING A PARF

APPROVAL NOTIFICATIONS

After the hiring coordinator submits a PARF, an email will automatically be sent to the first person in the approval process. Once the first approver has approved the job, the second approver will receive an email, and so on.

Approvers will receive an email with a link that will take the user directly to manually login with their netID and password. There is also an option to reply to the email with the word **approve** or **decline**.

APPROVING A JOB

Step 1. When an approver is required to approve a job, they will receive an email containing details of the job along with a link to login into the PageUp System. The subject line of the email is "Position Approval Request (PARF) Approval Required."



Note: The link provided in the email is intended for the original recipient only. If the email is forwarded to another recipient, the user will be required to login with their netID and password. If they do not have the appropriate permissions, they will not be able to approve the PARF.

Hi User,

*A job requisition for position **Test Position** - PARF#: **99999**. has been allocated to you for approval.*

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Coordinator". You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: Test Position

Department: 010100 – Test Department

Salary Grade: 99

*To approve the job requisition via email, please reply to this email with the word "**Approve**".*

Please Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so: [View requisition](#)

Thank you,

Department of Human Resources Management

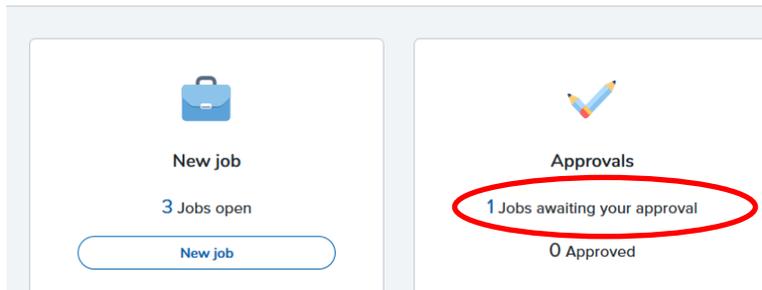
Mississippi State University

Step 2. The allocated approver can approve the request by either of the following:

- Replying to the email with either the word **approve** or **decline**—these are the only valid responses accepted via this method. If approve is selected, the PARF will be approved by that user and routed to the next approver.
- Clicking the email link. Users will be prompted to manually login with their netID and password.

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various st



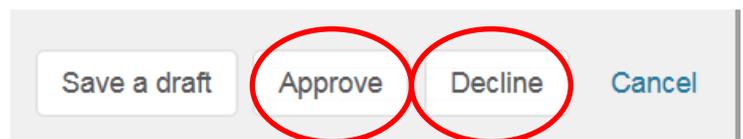
Step 3. If the link, "View Requisition" is selected, once you are logged in using your netID and password, you will be taken to the home screen in the PageUp System. Select the link "jobs awaiting your approval."

Step 4. The approver will select "view" to view the PARF and job details.

Job No.	Job title ▲	Hiring Coordinator	New	Replacement	
492524	test_job_289561	Harry Hire	4	0	View

Step 5. The PARF can be approved at the bottom of the PARF, by clicking either "**Approve**" or "**Decline**".

- Clicking approve will approve the step for that approver.
- Clicking decline will prompt the approver to add a comment as to why they are declining the job. An email with these details will then be sent to the Hiring Coordinator, Additional Hiring Coordinator (if appropriate) and HR Generalist on the PARF so any changes can be made. After these changes are made, the approval process will need to be restarted from the beginning.



Step 6. When all the approvers listed have approved the PARF, the process is complete and email notification will be sent to the HR Generalist, Hiring Coordinator, and Additional Hiring Coordinator (if appropriate.) The HR Generalist will post the PARF to the MSU career's website.