



Quick Reference Guide: Approving an eLOI

Instructions: After receiving an email that you have an eLOI to review, use these steps to locate and review the offer. If you are a delegate or secondary approver, be sure to understand you are acting **on behalf of the department/college/unit**, and that you understand your review/approve responsibility relating to the **Hiring Authority Policy**.

1. Log into **AccessPlus** using your **University ID** and **password**

2. Click on the **Kuali Action List**



3. Click the eLOI Doc ID to review

Id	Type	Title	Route Status	Action Requested
447896	kw01 LOI Document Type	LOI:/P37/ARCHITECT V/Ella Test	ENROUTE	APPROVE

Note: The eDoc ID# title is formatted as LOI:Dept/PayBase/Title/Name.

4. **Scroll** through the eLOI and review the offer

5. Click **View Notes and Attachments** to see relevant documents, (e.g. Letter of Offer)

6. Input **comments, concerns, questions** in the notes section (permanent but not viewable to candidate at time of offer)

Note: To attach updated versions, re-upload and add notes to communicate to other approvers.

7. Choose a **routing** option:

Option 1: Approve	Option 2: Return to Previous Approver	Option 3: Disapprove
If forms/fields are correct and necessary attachments have been updated, approve the hire on behalf of your user group.	Return to eLOI Originator if certain forms/fields are incorrect or new attachments need to be reviewed by any previous approvers.	Only select this option if this hire is not approved OR if the candidate has withdrawn from consideration.

Note: Review the route log to ensure the **correct approvers** have taken action and future approvers.

8. Click **Close**