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

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:

<table>
<thead>
<tr>
<th>Option 1: Approve</th>
<th>Option 2: Return to Previous Approver</th>
<th>Option 3: Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>If forms/fields are correct and necessary attachments have been updated, approve the hire on behalf of your user group.</td>
<td>Return to eLOI Originator if certain forms/fields are incorrect or new attachments need to be reviewed by any previous approvers.</td>
<td>Only select this option if this hire is not approved OR if the candidate has withdrawn from consideration.</td>
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Note: Review the route log to ensure the correct approvers have taken action and future approvers.

8. Click Close