After completing the eFile, an e-mail notification will be sent to you stating that the eFile is complete. Once you receive that e-mail, you can log into the HRAC Approver website.
The Approver site can be accessed from the Classification and Compensation page on GSU’s website. Click on the “Campus Login” button. To log in, use your GSU credentials (CampusID and GSU password)
After you log in, you are taken directly to the Tracking Inbox. The Inbox shows all actions initiated. The “Status” column shows what actions are pending internal review, set for external (Class & Comp) review, or completed.

Select a review by clicking on the arrow next to the Internal ID.

Note: The Internal ID is a tracking number unique to each action you produce.
This is the first page of the Intake section. If you are creating a new position, please e-mail Class and Comp to get a new position number.

To view the information sent from the eFile, click on “Intake – Non-Sponsor”.

Assignment: HRAC
There are two listings for your action. Take a look at the “Original” column. The action labeled “yes” is the original action, as entered by the eFiler. The action labeled “no” is a copy. To review, approve, or make changes (if necessary) to the action, click on the arrow next to “no”.
This is the Intake form, from the eFile. From here, you can add or edit information.
Once you have verified and/or updated the information in the form, click on the “Save” button at the bottom of the page.
The “Contact” tab list the type contacts and communications the position participates in. This is the list created in the eFile. You are able to add, amend, or remove contacts from here by clicking on the arrow next to the type of contact.
The “Document” tab shows any documents added during the eFile, including organizational charts and resumes. By clicking on the “+New” button, you can add a document.
Type: Comparison
Description: This is a PRF of a similar position used as a comparison.
File: C:\Vakepath\Accountant II - 03001
Created By: 07/14/2015 05:25 PM
Created On: 07/14/2015 05:25 PM
### Assignment: HRAC

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>File</th>
<th>Created By</th>
<th>Created On</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison</td>
<td>This is a PRP of a similar position used as a comparison.</td>
<td>Accountant II - 09002202 (NEW).pdf</td>
<td></td>
<td>07/14/15 05:25 PM</td>
<td></td>
</tr>
</tbody>
</table>
The “Responsibility” tab lists the duties and responsibilities listed on the eFile. The duties and percentage amounts can be updated and changed. New duties can be added by clicking the “+New” button.
“Approver” Tab

The approver tab lists the approvers identified in the eFile. To add an approver, click on the “+New” button.
Type
Name
Email
Date Approved: 07/17/2016

Save
To continue the HRAC Approval Process, Click on “Non-Sponsor Position” in the light blue sub-menu.
Click on the “Notes” Tab.
The “Notes” tab is where you enter the details of your research. To add a new note, click the “+New” button.
It is important to be as detailed as possible.

The system calculates the length of time it took to process the action down to the minute. In order to get an accurate result, please use the calendar to enter the Effective and Completion Dates.
When completed, click the “Save” button.
This is what the saved information looks like once entered.
This section also has a “Documents” tab, where you can add references and sources used for your research.
The “Communications” Tab will allow you to draft e-mails from the Approver area. This section is currently being updated with useful templates, and should be ready for use by September.
The “Event Log” tracks the action, from eFile to HRAC approval.
Once you have reviewed the action and are ready to complete it, return to the “Non-Sponsor Position” Tab. Click on the “Save and Completed” button to complete the action. If you want to cancel the action, click on the “Save and Cancelled” button.
After completion, you will receive a message stating that an e-mail was sent as confirmation. If the review needs Classification and Compensation approval, an e-mail will also be sent to the Class & Comp inbox.
<table>
<thead>
<tr>
<th>Created On</th>
<th>Created By</th>
<th>Action</th>
<th>To Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/14/15 04:37 PM</td>
<td>Pinckney, Thyeast</td>
<td>Save Intake</td>
<td>Draft</td>
</tr>
<tr>
<td>07/14/15 04:38 PM</td>
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<td>Draft</td>
</tr>
<tr>
<td>07/14/15 04:48 PM</td>
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<td>Draft</td>
</tr>
<tr>
<td>07/14/15 05:04 PM</td>
<td>Pinckney, Thyeast</td>
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<td>Draft</td>
</tr>
<tr>
<td>07/14/15 05:05 PM</td>
<td>Pinckney, Thyeast</td>
<td>Save</td>
<td>Draft</td>
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<tr>
<td>07/14/15 05:05 PM</td>
<td>Pinckney, Thyeast</td>
<td>Submit Internal</td>
<td>Internal Review</td>
</tr>
<tr>
<td>07/15/15 10:22 AM</td>
<td>Pinckney, Thyeast</td>
<td>Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>07/15/15 10:22 AM</td>
<td>Pinckney, Thyeast</td>
<td>Completed</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Questions?