To attach an approval document in PeopleAdmin, once you have started your action (Create New Position Description or Modify Position for Posting) you will see the ‘Editing Action’ left navigation bar. Select ‘Position Documents’.

You will then see the available Position Documents. Hover over the ‘Actions’ link to the right of ‘Memo’ and select ‘Upload New’.

Click the ‘Browse’ button to select the document from your computer. You may choose to provide a name and description of the document. Click ‘Submit’ to complete the upload.