

Recruiting Solutions – Approval Process For Budget & Controller’s Office

Business Processes

Multiple Approvers

- For job openings requiring multiple approvers, the job openings will be approved in **numerical order** by account number.
- If the job is approved **BEFORE** adding the next approver, contact EEO and ask them to Push Back the job opening. If EEO is unavailable, contact Kris Feagen in Human Resources.

Incorrect Data

You will be unable to make any changes to a Job Opening. Therefore, if any of the data is incorrect (i.e. incorrect dates or account code or insufficient funds) it will be necessary to deny the job opening and have the Hiring Process Manager correct the information.

- Call and talk to the Hiring Process Manager regarding the data that needs updated.
- Add a comment indicating the correction needed. Be sure to include your name in the comment in order to identify the comment author.
- **Deny** the job.
 - Selecting **Deny** will send the job opening back to the Hiring Process Manager.

Assigning an Alternate User

There may be times, due to an employee absence, that it becomes necessary to assign an alternate user.

- An alternate user should be assigned when someone will be out of the office for at least one week on vacation.
- If someone is out sick for an extended period, an alternate user can be assigned by ###

Review the Job Opening

1. Log in to PeopleSoft back-office.
2. Select **Recruiting > Pending Approvals**.
3. A list of all job reqs requiring your approval will be listed. Click the subject for the job you wish to review.

Pending Approvals



	ID #	Sender	Received	Subject
<input type="checkbox"/>	7013	Kristina Feagan	01/04/2012	Job Approval:Accountant
<input type="checkbox"/>	7012	Kristina Feagan	01/04/2012	Job Approval:Accountant
<input type="checkbox"/>	7007	Kristina Feagan	01/04/2012	Job Approval:Accountant
<input type="checkbox"/>	6997	Kristina Feagan	01/04/2012	Job Approval:Accountant

Select All Deselect All Select...



4. The first page of the job opening is displayed.
 - a. Note whether the job is **Temporary** or **Regular** (under the Staffing Information heading).
 - b. For Grant accounts, the **Begin** and **End Dates** will be important in determining the availability of funds.



Additional Job Specifications		Find
Staffing Information		
Region:	USA	
Schedule Type:	Full-Time	
Regular/Temporary:	Regular	
Begin Date:		
End Date:		
Shift:	Not Applicable	
Hours:	40.00	
Work Period:	Weekly	
Travel Percentage:	None	

- c. The **Salary Range To** amount will be important in determining if enough funds exist in the specific account for the salary.

Salary Information		
Salary Admin Plan:	MMO	
From Grade:	120	
From Step:		
To Grade:		
To Step:		
Salary Range From:	36,129.000000	(Default From Job Code)
Salary Range To:	63,876.000000	(Default From Job Code)
Pay Frequency:	Year	
Currency:	US Dollar	

5. Click the **Advertising** link to view the account codes for advertising, background checks, and salary.

Job Details [Hiring Team](#) [Job Posting](#) [HR Use Only](#) [Screen - HR Only](#)

[Approvals](#) **Advertising**

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

6. The account code information is displayed. Review this information for accuracy.

- a. The amount may be split between multiple accounts. Check the **Percent of Distribution**, and if it is less than 100, use the view tools to scroll through the multiple account codes.

Background Check Account Code(s)

Combination Code	ChartField Details	Percent of Distribution
		100.000

Advertising Account Code(s)

Combination Code	ChartField Details	Percent of Distribution
		100.000

Salary and Benefit Account Code(s)

Combination Code	ChartField Details	Percent of Distribution
200100-5004		50.000

View Tools

7. For multiple accounts, approvals will be done in numerical order.
 - a. If there is another account number **BEFORE** yours and it has **not** been approved by that approver, do not proceed any further. Wait for a second email to appear, indicating you have been added as an additional approver.
 - b. If you are the next approver in the process, proceed to the next step, "Approve, Push Back, or Deny."

Approvals are to be done in numerical order by the account number.

Approve, Push Back or Deny

1. If you are on the Advertising page, click the **Return to Job opening** link at the bottom of the page.
2. Click the **Approvals** link.



3. The Approvals page is displayed.
 - a. To view comments, click the arrow icon to the left of Comments.

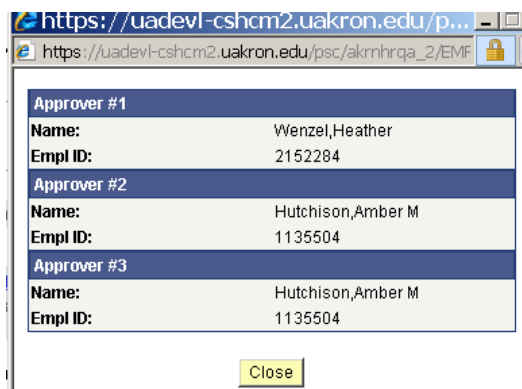
UA Job Opening Stage 1

The screenshot shows a workflow diagram for 'UA Job Opening Stage 1'. The workflow starts with 'Admin Approved' (Feagan, Kristina K) and 'Skipped' (Feagan, Kristina - HR-employem). Both lead to a 'Pending' state with 'Multiple Approvers' for 'Budget/Controller Approv'. From this state, the workflow branches into 'Not Routed' (EEO/AA Approv) and 'Reviewer' (Viau, Bill - HR and Reinoso, Gaston). The 'Not Routed' path leads to 'Skipped' (No Approvers Found Dept ApprovLev2), which then leads to another 'Not Routed' state (Hoover, Beckv, J Location ApprovLev1). Below the diagram is a 'Comments' section with a 'Comment History' tab, 'Approve', 'Pushback', and 'Deny' buttons, and a 'Comments Text' input field. A black arrow points to the 'Comments' section.

4. If there are Multiple Approvers indicated for Budget/Controller Approval, click the **Multiple Approvers** link to view a listing of all the approvers.




5. A listing of the approvers displays. In this example, there are two approvers, Heather and Amber. Amber is listed twice – disregard the duplicate entry.
 - a. If you will need to have someone else in the Budget/Controller's area approve **after** you, make note of the next approver.
 - b. Click the **Close** button.




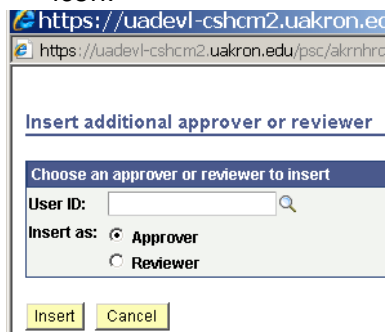
6. If you are the **LAST** person in the Budget/Controller area to approve:
 - a. Enter any comments in the comment box. Be sure to add your name after the comment to identify yourself as the comment author.
 - b. If the information is correct, click **Approve**.
 - c. If any of the data is incorrect, click **Deny**. Be sure to contact the Hiring Process Manager and let them know you are sending the job opening back to them for corrections.
 - d. If for any reason you need to send the job opening back to the previous approver, select **Pushback**.

7. If someone else in the Budget/Controller area will need to approve **AFTER** you, follow these steps:

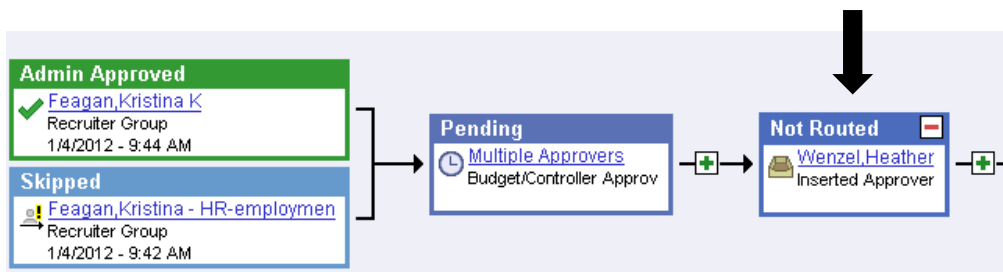
- a. Click the plus sign  (after the Budget/Controller Approv box) to add the next Approver.

You MUST add the next Approver BEFORE you approve the job opening.

- b. The “Insert additional approver or reviewer” dialog displays. Enter the User ID of the next approver and click the **Insert** button.
- i. To search for an ID, you can enter part of the ID in the User ID field (i.e. CNC for Controller’s Office and BUZ for Budget Office) and click the Search  icon.



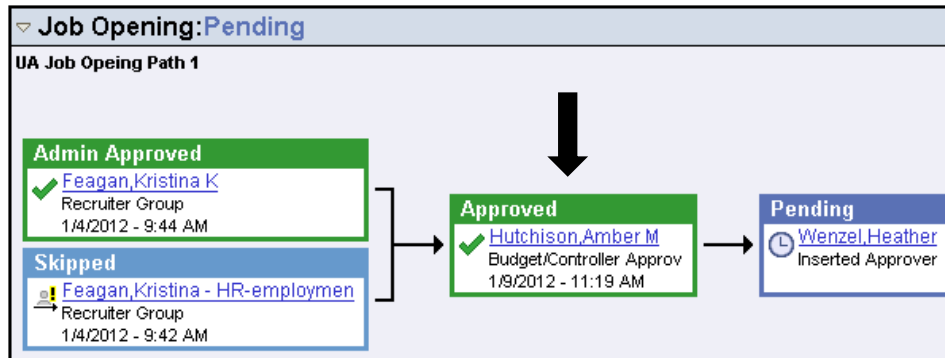
- c. The new approver will be added, identified by a new box in the Approval Process, with the status of “Not Routed.” In addition, an email will be sent to the approver, indicating they need to take action.



- d. Enter any comments in the comment box. Be sure to add your name after the comment to identify yourself as the comment author.
- e. If the information is correct, click **Approve**.
- f. If any of the data is incorrect, click **Deny**. Be sure to contact the Hiring Process Manager and let them know you are sending the job opening back to them for corrections.
- g. If for any reason you need to send the job opening back to the previous approver, select **Pushback**.

8. **NOTE:** In the event there are multiple approvers and the job opening is approved **prior** to adding the additional approver, EEO must be contacted in order to have them Push Back the job so the next approver can be entered. If EEO is unavailable, contact Kris Feagen in Human Resources.

9. Once approved, the box in the Approval flow diagram will be updated to reflect the approved status.



Assigning an Alternate User