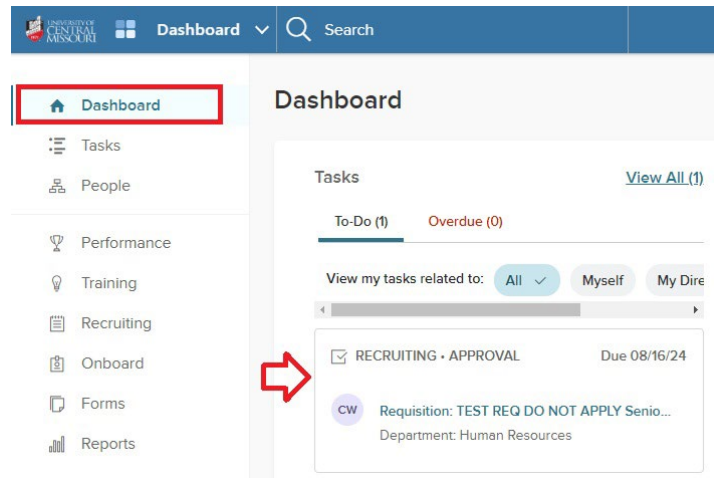


2. The new unified Dashboard opens with pending tasks for recruiting approval.

Hint: If you get lost while navigating, always click the unified Dashboard icon at the top left corner.

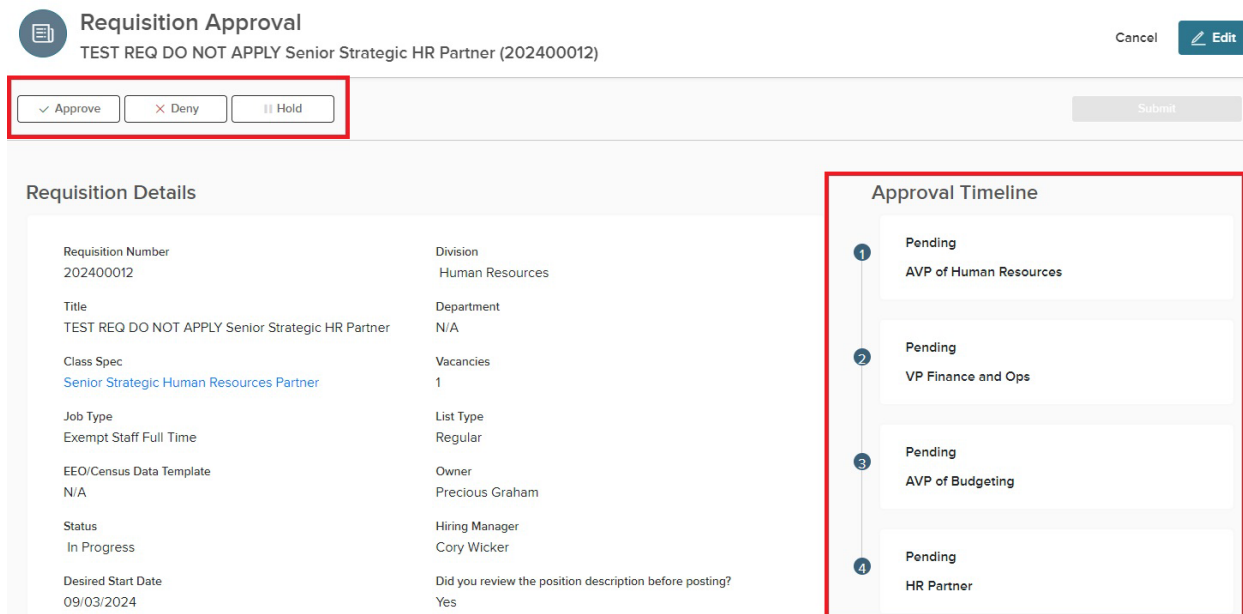


3. Click on the Requisition title to open.



4. The Approval screen opens.

- Action buttons are on the top left area.
- Workflow status is on the right pane.



Actions

You can put a requisition on hold, approve, or deny.

Hold: If you need more time to decide, place the requisition on hold. Click Hold and add optional comments to let other stakeholders know why.

- **Important:** You may put the requisition on hold and ask the originator for minor corrections. For significant errors (department, division, hiring managers, workflow, etc.), deny and return the requisition to the originator for correction.

Approve: Click Approve, add optional comments if needed, then Submit.

Requisition Approval
TEST REQ DO NOT APPLY Senior Strategic HR Partner (202400012)

✓ Approve ✕ Deny || Hold

Comment (Optional)

Add a comment

Deny: Deny if any requisitions details are wrong.

- **Important:** Always enter a reason in the approval comment box.
- **Important:** Always check the workflow to ensure appropriate approvers are in the workflow. See the Appendix section. Deny if it is incorrect.
- You can send back one step or several steps. If the error is in the requisition details, send it back to the first step. The originator will update the requisition.

Requisition Approval
TEST REQ DO NOT APPLY Senior Strategic HR Partner (202400012) Cancel Edit

✓ Approve ✕ Deny || Hold Submit

* Fields are required.

* Send Back to Step
HR Liaison - Graham Precious

Comment (Optional)
Hi Lindsey,
This is the incorrect FOAPAL for this position. Please also add a note in the comment section that the FOAPAL is changing to ensure all stakeholders are aware.

Where does the requisition go after you take an action?

Action	Approval Group	Viewable on Screen
No action, Hold	Yourself	My Task
Approved	The next approval group in the workflow	Req. leaves My Task/ "View All"
Denied	The inbox of the approver on the step you send it back to	Req. leaves My Task.

How to View an Approval Comment:

1. Open the Requisition
2. Click the Approvals tab.
3. Expand the individual approver's name.

Requisition Detail
TEST REQ DO NOT APPLY Senior Strategic HR Partner (202400012) Draft

Copy Cancel Req Delete Req Edit

Requisition Information Approvals History

Approvals Approval Timeline

1 AVP of Human Resour... Cory Wicker pending

1 Today at 3:43 PM Cory Wicker denied

Approval Timeline

1 Today at 3:43 PM Cory Wicker denied

Cory Wicker denied and sent back to Precious Graham

*"Hi Lindsey,
This is the incorrect FOAPAL for this position. Please also add a note in the comment section that the FOAPAL is changing to ensure all stakeholders are aware. "*

How to View the Approval Workflow History of a requisition you're involved with:

1. Open the Requisition
2. Click the Approvals tab.
3. The Approval Timeline pane is on the right.

The screenshot displays two panels. The left panel, titled 'Approvals', shows a vertical list of four approval steps, each with a green checkmark icon. The right panel, titled 'Approval Timeline', shows a vertical list of six approval events, each with a numbered icon (1-4) and a dropdown arrow.

Approvals

Role	Approver	Approval Date
AVP of Human Resour...	Cory Wicker	approved on 08/12/2024 by Cory Wicker
VP Finance and Ops	Michelle Taylor, + 1	approved on 08/12/2024 by Wilbert Hawley
AVP of Budgeting	Michelle Taylor, + 1	approved on 08/12/2024 by Michelle Taylor
HR Partner	Michelle Taylor, + 1	approved on 08/12/2024 by Michelle Taylor

Approval Timeline

Time	Action
Last Friday at 3:43 PM	Cory Wicker denied
Today at 9:25 AM	Cory Wicker approved
Today at 9:32 AM	Wilbert Hawley put on hold
Today at 9:33 AM	Wilbert Hawley approved
Today at 9:34 AM	Michelle Taylor approved
Today at 9:34 AM	Michelle Taylor approved

APPENDIX

1. Academic Non-Grant-Funded Staff Position (Standard Academic Staff Workflow):

1. Deans and Vice Provost
2. Provost
3. VP Finance and Ops
4. AVP of Budgeting
5. AVP of Human Resources
6. HR Partner

Sample Scenario: Hiring an Office Professional in a College.

2. Academic Staff Grant-Funded Position:

1. Deans and Vice Provost
2. Sponsored Programs Director
3. Provost
4. VP Finance and Ops
5. AVP of Budgeting
6. AVP of Human Resources
7. HR Partner

Sample Scenario: Hiring an Onsite Worker for the Butterfly Grant

3. Staff Non-Grant (Standard Staff Workflow):

1. VPs and General Counsel
2. VP Finance and Ops
3. AVP of Budgeting
4. AVP of Human Resources
5. HR Partner

Sample Scenario: Hiring an Integrated Marketing Specialist in the Integrated Marketing and Communications Office.

4. Staff Grant-Funded Position:

1. VPs and General Counsel
2. Sponsored Programs Director
3. VP Finance and Ops
4. AVP of Budgeting
5. AVP of Human Resources
6. HR Partner

Sample Scenario: Hiring a Project Manager funded by a grant with a specific end date.

5. Faculty Standard Workflow (Formally Under Forms A and B)

1. Dean
2. Provost
3. AVP of Human Resources
4. HR Partner

Sample Scenario: Chair initiates a search for a faculty member.

6. Graduate Assistant Position:

1. Dean
2. HR Partner

7. Student Position:

1. HR Partner