Approving a Position Request

Trigger:

Concept

Warning!
Do not allow a New Hire or Reappointment to begin work prior to the start date set or approved by the Department of Employment.

Purpose
The Position Request page provides a paperless method for departmental managers to submit a request for a new position. With all work done online, all interested parties can monitor the request as it progresses through the approval levels to completion. The requestor supplies basic information about the position (job code, department, reports to, etc.) and enters the proposed funding source(s).

The Position Approval page is used to enter and monitor the approvals required to complete the creation of the position.

Assumptions
A Position Request form has been submitted.

Responsibility/Role
Managers, Provost, SVP Allied Sciences, Office of Compensation, Budget.
## Required Field(s)
- Selection of Work List Item
- Position Approval Tab
- Manager Status
- Add Row in Comment Section for Justification
- Save
- Work List as Mark Worked

## Output - Results
Request is forwarded to next approver.
Procedure

When the Requestor or Approver completes the information on the Position Approval page, the request is forwarded to the Worklist of the next approver.

In this exercise, you are the approver for a Position Request.

Navigation: Home > Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to your Worklist. (You can use the link at the top, or the menu on the left.)

Click the Worklist link.
Step | Action
--- | ---
2. | The Worklist page will display.
   Locate the item you want to approve and click the link for that item.
   
   Choose **100002549..0..0**.
3. The Position Request page displays. Review all information for accuracy. This is what you are approving.

Click the **Position Approval** tab.

**Position Approval**
Let's approve the position. Choose **Approved** list item.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Enter any approval comments along with your initials and the date in the Approver Comments field. Enter the desired information into the <strong>Update Date/Time</strong> field. Enter &quot;Manager Approved-ssmythe-7/23/09&quot;</td>
</tr>
<tr>
<td>6.</td>
<td>You have now completed the action to approve the Position Request. Before you click the Worklist link again, remember to save this approval! Click the <strong>Save</strong> button. The transaction has now been forwarded to the next Approver in the process.</td>
</tr>
<tr>
<td>7.</td>
<td>There is one more step in this approval. Click the <strong>Worklist</strong> link to return to the <strong>Worklist page</strong>.</td>
</tr>
</tbody>
</table>
## Step 8

Locate the request that we just approved - #10002549, 0, 0, 0, and click the **Mark Worked** button.

This will remove the item from your worklist.

<table>
<thead>
<tr>
<th>Mark Worked</th>
</tr>
</thead>
</table>

## Step 9

Notice that the approved item has been removed from your worklist. It has been moved to the worklist of the person next in line to approve or process.

Click the **Home** link to return to the Home page.

<table>
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<tr>
<th>Home</th>
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</table>

## Step 10

Congratulations! You have completed the Approve the Position Request process.

**End of Procedure.**