

APPOINTING AUTHORITY APPROVAL GUIDE

**Description:**This script will walk you through the process of approving a position request, a job opening, and a job offer, or salary authorization as needed, as an Appointing Authority. This process will be triggered by receiving an email requesting your approval.

|  |
| --- |
| Personal Notes |
|  |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step |  |  | Notes |  |
| 1 | Begin by clicking on the **Worklist** link at the top right of the page. Your worklist should now be displayed.   |    |
| 2 | Look in the **Work Item** column to determine which items need your attention. You will want to concentrate on the **Approval Routing** items. Then click on the link in the **Link** column. |    |
|  | If your **Work Item** is a **Position Request Approval**,Continue with page 3.  |    |
|  | If your **Work Item** is a **Job Opening Approval**,Continue with page 4.  |    |
|  | If your **Work Item** is a **Job Offer Approval**,Continue with page 5.   |    |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step |  |  | Notes |  |
| 1 | The **Position Request Approval** page should now be displayed. |    |
| 2 | Review the information on the page. |    |
| 3 | If you approve of the information contained within, enter any appropriate commentary in the **Comments** box. |    |
| 4 | Click on the **Approve** button. |    |
|  |  |    |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step |  |  | Notes |  |
| 1 | The **Job Opening Details** page should now be displayed. |    |
| 2 | Review the information on the **Job Details** page. Click on the **Job Postings** tab. Click on the **Job Title** link and review the **Job Opening Posting Information**. |    |
| 3 | Click on the **Approvals** tab. |    |
| 4 | If you approve of the information contained within, enter any appropriate commentary in the **Comments** box. |    |
| 5 | Click on the **Approve** button. |    |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step |  |  | Notes |  |
| 1 | The **Job Offer Details** page should now be displayed. |    |
| 2 | Review the information on the page. |    |
| 3 | If you approve of the information contained within, enter any appropriate commentary in the **Comments** box. |    |
| 4 | Click on the **Approve** button. |    |
|  |  |    |