



Authorizing/Approving Job Requisitions



Remember! Use the **worklist** to authorize or approve job requisitions.

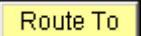
STEP	ACTION												
1	<p> Worklist Click the Worklist shortcut on the navigation bar at the top of the page.</p> <p>Result: Your worklist with items ready for you to process appears.</p> <p>Worklist for A1MGR: Adam Sullivan</p> <table border="1"> <thead> <tr> <th>From</th> <th>Date From</th> <th>Work Item</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td>Zelda Sullivan</td> <td>09/27/2002</td> <td>Approvers Worklist</td> <td>1.00, H, 2002-09-27, P, PSC00</td> </tr> </tbody> </table> <p>For each work item, there is the name of the person who sent it (From) and the date it was sent (Date From), the workflow role (Work Item) and a Link to the Requisition.</p>	From	Date From	Work Item	Link	Zelda Sullivan	09/27/2002	Approvers Worklist	1.00, H, 2002-09-27, P, PSC00				
From	Date From	Work Item	Link										
Zelda Sullivan	09/27/2002	Approvers Worklist	1.00, H, 2002-09-27, P, PSC00										
2	Click the Link to go to the Requisition you want to authorize or approve.												
3	<p>Result: The Requisition appears.</p> <p>Review the Requisition.</p>												
4	<p>Your role determines what fields you can enter or modify on the Requisition.</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Fields</th> </tr> </thead> <tbody> <tr> <td>1st Authorizer</td> <td>Comments, Job Code, Position Number, Remarks</td> </tr> <tr> <td>2nd Authorizer</td> <td>Comments, Job Code, Position Number, Remarks</td> </tr> <tr> <td>Approver</td> <td>Comments, Job Code, Position Number, Remarks</td> </tr> <tr> <td>HR Reviewer</td> <td>All fields</td> </tr> <tr> <td>HR Processor</td> <td>All fields</td> </tr> </tbody> </table>	Role	Fields	1 st Authorizer	Comments, Job Code, Position Number, Remarks	2 nd Authorizer	Comments, Job Code, Position Number, Remarks	Approver	Comments, Job Code, Position Number, Remarks	HR Reviewer	All fields	HR Processor	All fields
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Processing Requisitions, continued



STEP	ACTION		
5	Set the Work-in-Progress (WIP) Status field. Your workflow role determines the WIP Status values available.		
	Role	WIP Status	Workflow Action
	1 ST Authorizer	1 ST RET	Route to selected 2 ND Authorizer Return to Requestor
	2 ND Authorizer	2 ND RET	Route to selected Approver Return to Requestor
	Approver	SIG RET DIS	Route to HR Reviewer “pooled” worklist Return to Requestor Disapprove
	HR Reviewer	REV RET	Route to HR Processor “pooled” worklist Return to Requestor
6	 Click Save . Result: If the WIP Status value is ‘SIG’, the Requisition is routed to the HR Reviewer “pooled” worklist. If the WIP Status value is ‘REV’, the Requisition is routed to the HR Processor “pooled” worklist.		
7	Result: If the WIP Status value is ‘1 ST ’ or ‘2 ND ’, the Route to Next Empl ID page appears.  Click Route To . Result: A list of reviewers appears in the Route To: box.		
8	- <input checked="" type="checkbox"/> 0050 Sullivan,Adam Select the reviewer by clicking the box to the left of the reviewer’s name. Note: You may select only one name.		
9	 Select OK . Result: The Requisition is routed to the selected reviewer.		



WIP Status

The WIP (Work in Progress) Status field is located on the Job Requisition 1 page of a Requisition. The value of the WIP Status field indicates the routing status of the Requisition.

Valid values for the WIP Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the selected 1 ST Authorizer worklist.
1 st Authorizer (1 st)	Approves	Goes to the selected 2 ND Authorizer worklist.
2 nd Authorizer (2 nd)	Approves	Goes to the selected Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer “pooled” worklist.
Reviewer (REV)	Approves	Goes to the HR Processor “pooled” worklist.
Processor (PRO)	Approves	Requisition Status becomes ‘Open’.
Return (RET)	Return	Requisition returns to requestor who can modify and reroute the recruit requisition.
Disapprove (DIS)	Disapprove	Requisition returns to the requestor. The recruit requisition can’t be processed any further.

The available values in the Work in Progress (WIP) Status field are based on the workflow role.

Role	Available WIP Status
Requestor	Requestor, 1 st Authorizer, 2 nd Authorizer
1 st Authorizer	1 st Authorizer, Return
2 nd Authorizer	2 nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove