

Approve a Requisition - Link to training video here.

The selections of approve, deny and on hold are available in the OHC. If a requisition requires canceling, it must be cancelled by the person that created it or someone with the role of HR Liaison. Additionally, if a requisition has been approved, it can be cancelled by an HR staff member with Insight access.

Required OHC role: With the OHC role of Approver, you can review a requisition sent to you for approval.

Requisition Approval Path Example

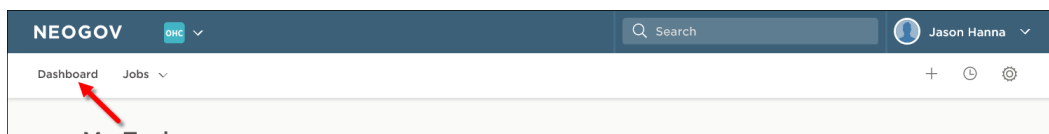
In the example below, the defined approval path requires the requisition to travel through a total of four approval groups before going to HR.

Once the requisition creator clicks Save & Submit, the requisition will go to the first approval group. In this example, both Simon Davies and Melanie Scott will be notified, via email, that a requisition requires their review. Approval is on a first come, first approve basis. Either Simon or Melanie will need to approve the requisition to move it on to the next approval group.

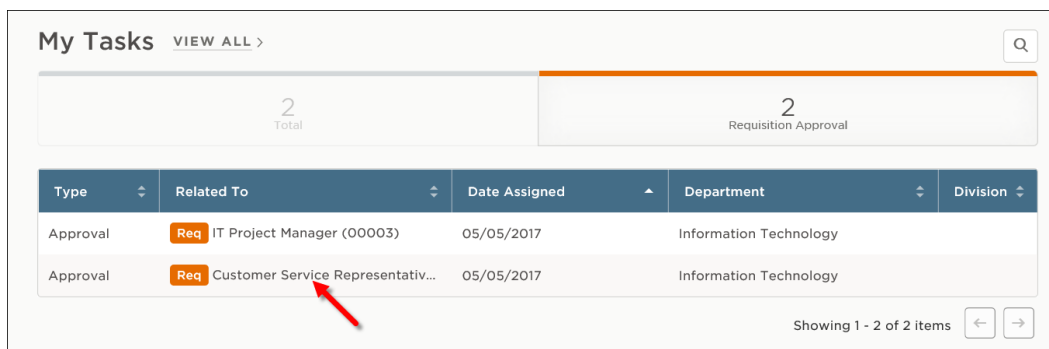
| Approval Group | Selected Approver(s) |
|--------------------|--------------------------------|
| Group 1: Manager | Simon Davies and Melanie Scott |
| Group 2: Director | Joyce Lowe and Mark Campbell |
| Group 3: Budget | Nancy Reed |
| Group 4: President | Drake Thomas |

Steps to Approve a Requisition

1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



2. From the My Tasks section, click the requisition pending your review.



3. Click Approve, type any comments and click Submit.

Requisition Approval
Customer Service Representative (00005) Cancel

Comment (Optional)
I approve this requisition. Thank you!

| Requisition Details | |
|--|--------------------------------------|
| Requisition Number 00005 | Department Information Technology |
| Title Customer Service Representative | Division N/A |

APPROVAL TIMELINE

- 1 Pending...
Budget
Richard Gonzales, +1 more
- 2 Pending...
HR
Simon Davies, +1 more

4. If you're testing the approval workflow process, you may be an approver for multiple approval groups. In this case, repeat these steps until the requisition has been approved by all groups and sent to HR.

Note: Approvers have the option of denying or placing a requisition on hold. If denied, the requisition record can be sent back to any one of the previous approval groups, or all the way back to the creator. Depending on the circumstances of the denial (e.g., additional justification), the requisition approval process can be restarted.

Requisition Approval
IT Project Manager (00003) Cancel

Send Back to Step
Originator - Hanna Jason

Comment (Optional)
The County Administrator's Office requires a new position justification report (i.e., not a replacement of staff). Thank you in advance for providing this report.

| Requisition Details | |
|---------------------|------------|
| Requisition Number | Department |

APPROVAL TIMELINE

- 05/05/2017 by Cheryl Ward
- Budget
Richard Gonzales, +1 more