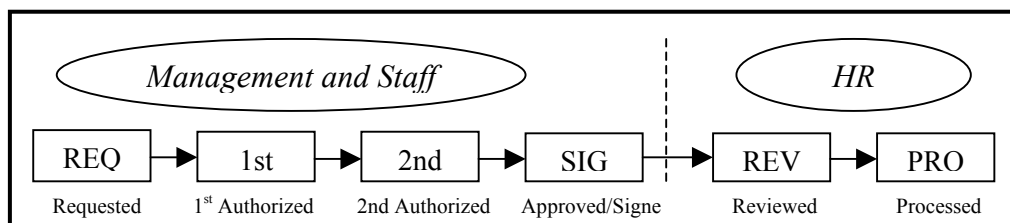


## Authorizing and Approving Recruit Actions

## Chapter 5 Section 4

### Introduction



As discussed in the Recruit Processing Overview section of this chapter, actions move through EHRP via workflow, a process that is driven by users' roles in the system. While the full path of a request in workflow moves through six standard steps, several different processes are available for management and supervisor staff use as well. Samples of each variation of the six-step workflow path can be found in the Section 1 of the Recruit Processing chapter in this guide.



In Section 3 we discussed Requesting a Recruit action. The procedure below covers the remaining steps in the above workflow diagram. Specifically, this section covers authorizing and approving Recruit actions in EHRP. The Recruit Requests that are to be authorized or approved will be routed to management staff via the Worklist functionality of EHRP.

### Navigational Tips



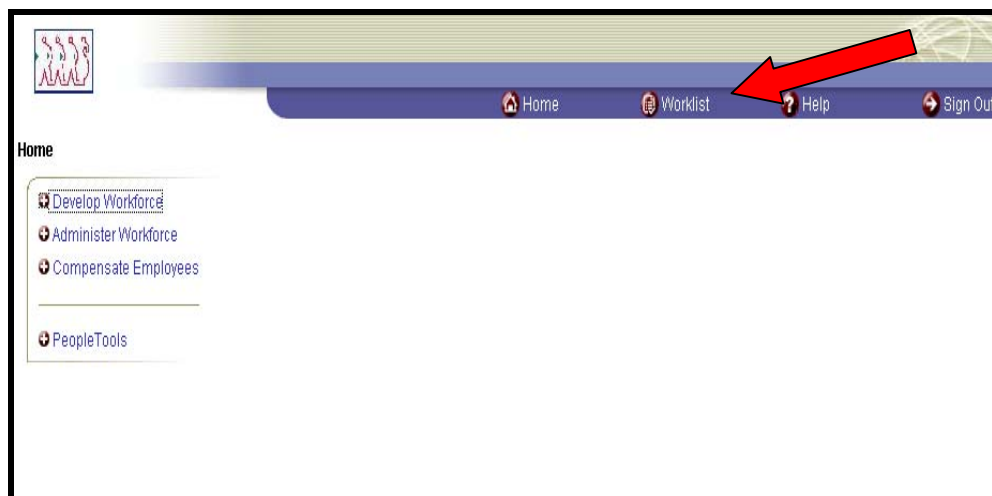
- When accessing a field in EHRP that requires entry, there may be a  button available for use. Clicking this button will open a window with a list of possible entry options for this field.
- When accessing a date field in EHRP (for example, Effective **Date**, etc.), the  button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date.

**Access to data fields** There are three pages available for Recruit requests (requisitions): Job Requisition 1, Job Requisition 2, and Job Requisition 3. Each of the six Recruit menu paths leads to these pages. 1<sup>st</sup> Authorizers, 2<sup>nd</sup> Authorizers and Approvers have the capability of modifying the following fields in the recruit page group:

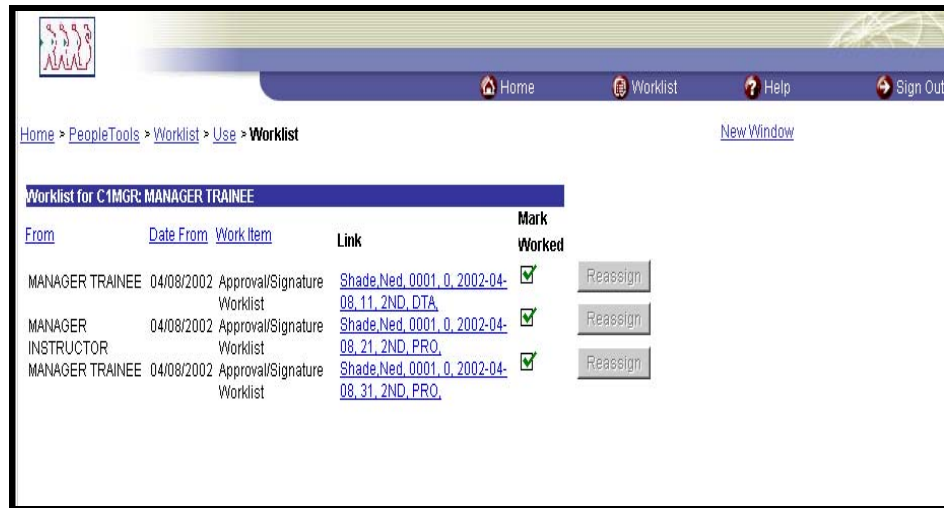
- **WIP Status**
- **Comment**
- **Job Code**
- **Position Number**
- **Remarks**

**Procedure** The following steps detail the procedure for authorizing and approving a Recruit action in EHRP:

**1** Access the worklist by using the hyperlink on the main menu of EHRP:



The following **Worklist** page appears:



**Worklist fields**

The **Worklist** page will populate with all work items assigned to the user in order of the oldest to the newest.

The **From** column shows who routed the work item to you. You can sort work items according to this data.

The **Date From** field indicates when the work item was routed to you. You can sort work items according to this data.

The **Work Item** indicates the Workflow role under which you have received the action (this is useful for users with multiple roles).

The **Link** contains Effective date, Transaction/sequence number, and Current PAR status. Clicking this link takes the user to the Job Requisition 1 page for the Recruit Request.

2

Click the hyperlink of the item to be worked.

The following **Job Requisition 1** page appears:

### Job Requisition 1 page

Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition

Job Requisition 1 | Job Requisition 2 | Job Requisition 3

Job Requisition #: 000000

---

\*Status:  \*Status Date:

\*Type:  \*Date Opened:

Reason:  \*Date Closed:

Area of Consideration:

\*Business Unit:

Work-in-Progress Status

\*Work-in-Progress Status:   REQUESTED

---

Tracking Data View All First 1 of 1 Last

Action Date: 06/03/2002 WIP Status: Requested REQ  Override Operator Emplid

Emplid / Empl Rcd#:

Comment:

3 Enter the appropriate **WIP status**, as well as any relevant **Comment**.

*NOTE: By modifying the **PAR Status**, the work item is moved to the stage in the workflow process identified by the status. For example, if the action being worked is the “REQ” stage and the user role is the 1<sup>st</sup> authorizer role, then they would enter “1<sup>st</sup>” in the **PAR Status** field.*

4 Click on the **Job Requisition 2** tab.

## Job Requisition 2 page

Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition

Job Requisition 1 | Job Requisition 2 | Job Requisition 3

Job Requisition #: 000000

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Requisition JobCodes					View All	First	1 of 1	Last
*Job Code	Official Position Title	PP -SERIES-	GR	Primary Employment Conditions				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Employment Conditions				

Requisition Positions					View All	First	1 of 1	Last
Position Number	Organization Position Title	Job Code	Primary Location	PP -SERIES-	GR			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Comment:

5 If appropriate, update Job Code, Position Number and Comments fields.

6 Click  .

**Routing Actions - 1st and 2nd Authorizers**

Upon saving the page group, 1<sup>st</sup> Authorizers and 2<sup>nd</sup> Authorizers will be prompted to select the specific individual to whom the action should be routed:

Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request

**Route to Next Empl ID**

<b>Actual Effective Date:</b>	06/03/2002	<b>Proposed Effective Date:</b>	05/31/2002
<b>Transaction # / Sequence:</b>	1 / 1	<b>Not To Exceed Date:</b>	.
<b>Action:</b>	DTA Data Change	<b>PAR Status:</b>	REQ REQUESTED
<b>Reason:</b>	DTA Data Change	<b>Contact Emplid:</b>	

The status of this data requires you to specify the employee to whom to next route the data. Choose an Employee ID below.

**Routing Based on:** Route for 1st Review:

Route to Next:

Click the button for a list of those to whom the PAR request should be routed.

Route To:		View All	First	1-2 of 2	Last
<input type="checkbox"/>	0020 Springs, Kyle				
<input type="checkbox"/>	0051 Kingsley, Adam				

7 Click the “**Route To**” pushbutton; you will see a list of valid users to whom the action can be routed. The names on the list are based upon Workflow role and Row level security.

8 Click in the appropriate checkbox to select the “Route To” person; then, click OK.

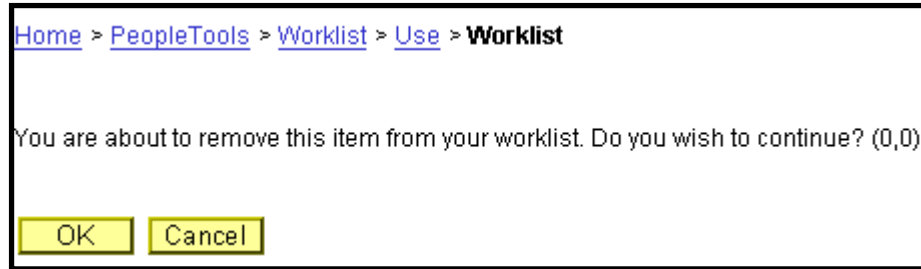
The action has now been routed to the worklist of the user specified.

**Routing Actions - Approver**

Upon saving the action, it will be routed to every user meeting the relevant criteria for Workflow role and Row level security. That means the action will go to the worklist of all HR Reviewers and HR Processors who have been established in the Workflow setup to have access to these actions.

**Removing items from the Worklist**

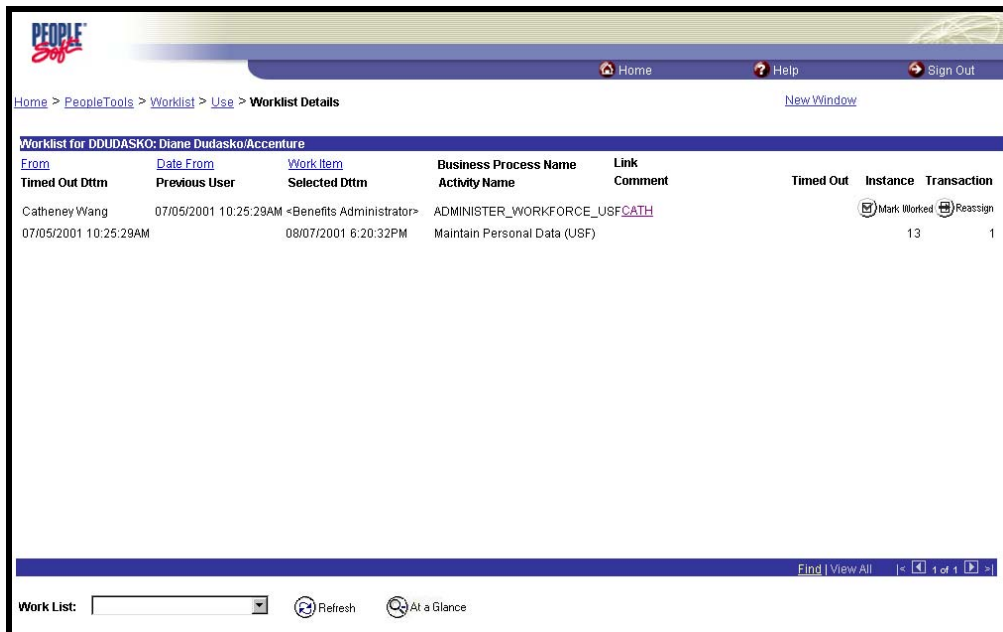
Once the item is worked, you manually delete the worklist item from your worklist by clicking on the Mark Worked checkbox. This will generate the following message:



Click OK if you want to remove the item from your worklist; click Cancel if you do not.

**Obtaining Details**

You can access additional information about the worklist items by clicking on the Detail View hyperlink at the bottom of the Worklist page.



**Detail View – field names**

**Timed Out Dttm** - Provides the date and time when the item will time out if it isn't worked.

**Originating User** - Identifies whose action triggered this item.

**Selected Dttm** - Provides the date and time when the user first selected this item (in order to work it).

**Comment** - Displays any comments entered by the previous user.

**Timed Out** - Indicates if the item has timed out.



**Instance** - Unique identifier for each item of the same type.

**Transaction** - Unique identifier for each item in the worklist.

As with the **Worklist** page, clicking the **Link** hyperlink will take the user to where the item needs to be worked.

Clicking **At a Glance** will return the user to the worklist page.

### **Interim Saving**

If a user wants to save a request, but not submit it to the next workflow user, they can use an interim save. They should access the items via the worklist, make their changes and save without modifying the WIP status. When they are ready to complete processing, they can return to the action, make their changes, update the PAR status, and save. This will route the action for further processing via workflow.

### **Checking status of Recruit Actions**

All workflow roles can check the status of requisitions using the menu path and Tracking Data information. This data can be found on the **Job Requisition 1** page.

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