

As an Approver, What's My Role in Posting a Job Requisition?

This instruction guide supports the content found in the required course UF_PST098_OLT Careers at UF and is targeted to those serving as Approvers in Careers at UF and who possess the security roles of UF_N_JRQ Department Req App.

After a job requisition has been created and submitted for approval, those with the Approver role will need to review, and approve or decline the requisition. If approved, the requisition will move to the Core HR level for final approval. If declined, the requisition will return to the Originator for review and correction.

If the Approver has created the requisition, he or she will not also "approve" it. Approval will be completed at the Core HR level.

Navigation:

1. Access my.ufl.edu
2. Navigate to NavBar > Main Menu
> Human Resources > UF
Departmental Administration >
Job Requisitions
OR
1. Click the View requisition link in
the email notification received

Hi Annie,

A job requisition for position **Benefits Director, Human Resources** - Job Number: 492343 has been allocated to you for approval.

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: Benefits Director, Human Resources
Department: 62010200 - HR-BENEFITS
Manager: John Sun,
Worktype: Staff Full-Time
Duration:
Payscale: 001201

To approve the job requisition via email, please reply to this email with the word "Approve".

Please Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so [View requisition](#)

Please Note: this is accessible by computer only.

Kind regards,

Human Resources Services
University of Florida

Accessing Requisitions Pending Approval:

1. On your Page Up Menu, click on the **My Job Approvals** link
2. Click the **View** link of the desired job to review from the Manage approvals page
3. Review all tab information, but especially focus on the Position Info tab for accuracy

NOTE: Another way of accessing requisitions pending approval is to use the **Quick Search** field on the Dashboard.

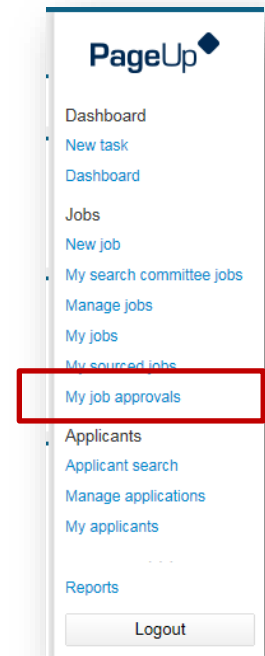
- a. Type in relevant job requisition search terms, such as job #, job title, etc.
- b. Click the **Edit** icon of the displayed job requisition

First name	Last name	E-mail	Alternate contact	Last activity	State
There are no items to show.					
Job No.:	Title:		Search		
Job No.	Title				
492327	ACA ADM & UNIV SCHOLAR				

Page 1 of 1

Records 1 | Edit

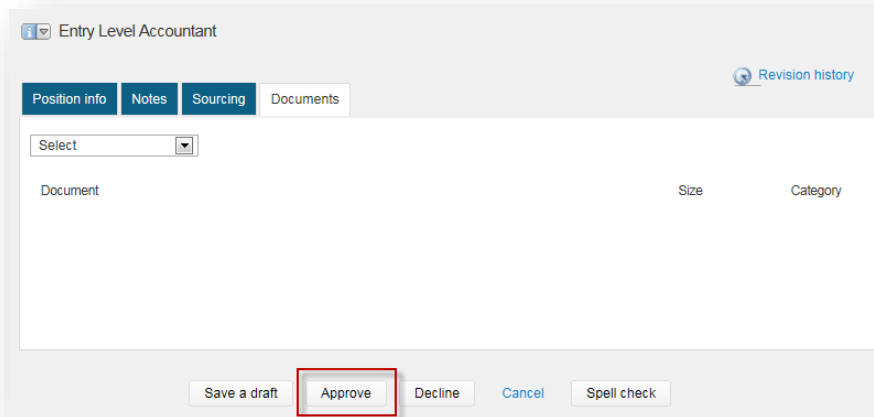
Close



- c. Review all tab information, but especially focus on the Position Info tab for accuracy

Approving Requisitions:

1. If all information is correct, click the **Approve** button to submit the requisition to Core HR for final approval and sourcing

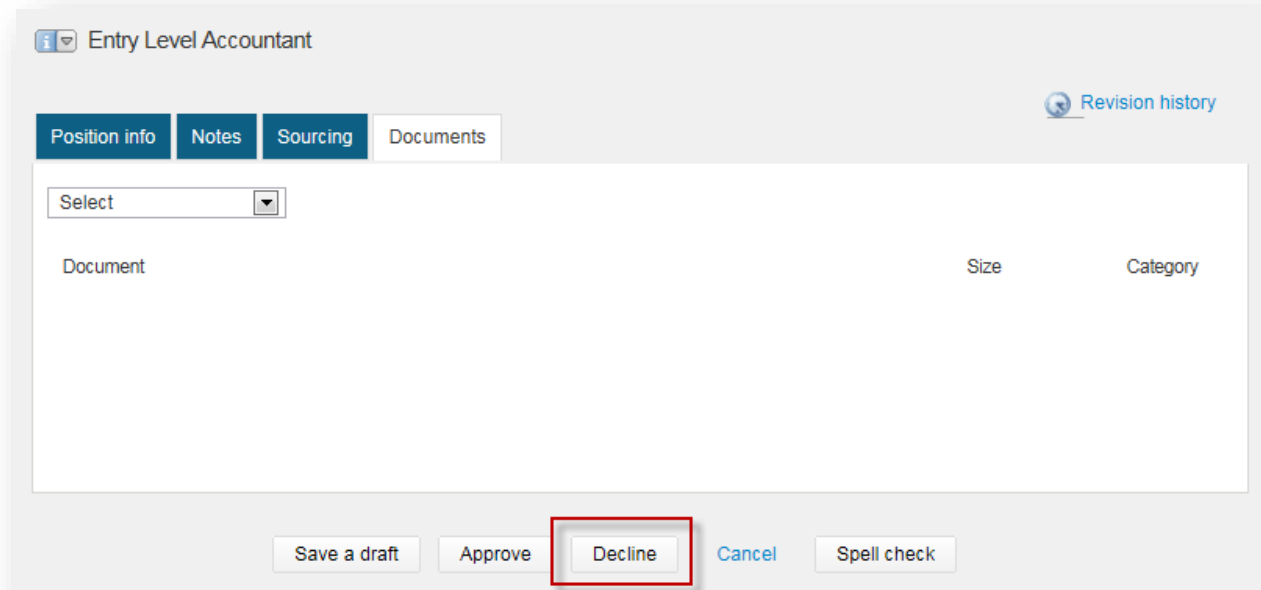


2. Review any additional waiting requisitions and approve/decline as needed
3. Select Home from the Main Menu to return to the Dashboard

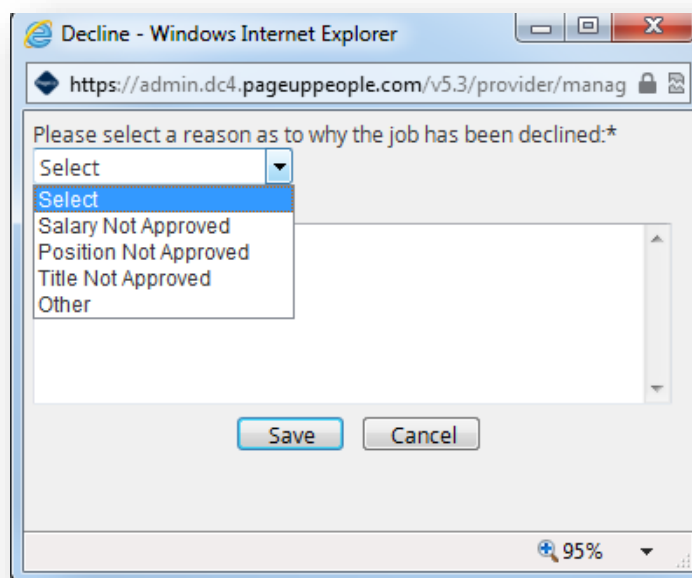
Declining Requisitions:

In certain cases, you may find errors or information that needs updating/editing on the submitted requisition. In this case, you can choose to decline the requisition. This action will return to the requisition to the Originator for correction.

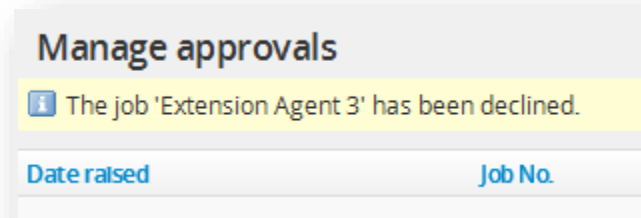
1. Complete the Navigation and Accessing Requisitions Pending Approval steps above
2. Click the **Decline** button



3. Select the reason why the jobs has been declined for the drop down field
4. Add any additional comments
5. Click the **Save** button



6. Notice the message that appears at the top of the Manage approvals screen. Once the job is declined, it will disappear from the Manage approvals section



7. Select Home from the Main Menu to return to the Dashboard

Additional Help

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.