

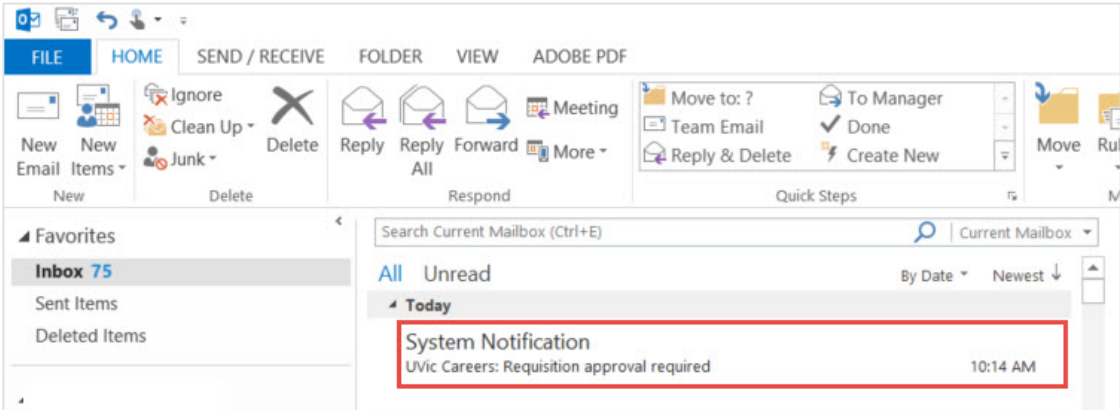
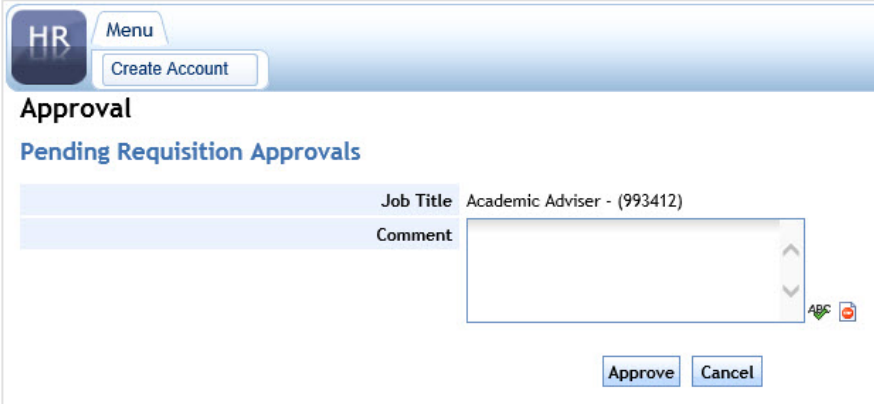
Requisition approvals


This quick guide describes key steps in approving a requisition. It also describes how to edit rejected requisitions and re-submit them for approval. Other resources are available at www.uvic.ca/hr/services/home/hiring/.

Information for approvers

As an approver of a requisition, you will receive an automatic email notification from the UVic Careers system when the hiring administrator has completed the requisition. You have the option to approve/reject the requisition from your email, or log in to the UVic Careers system to view the requisition details.

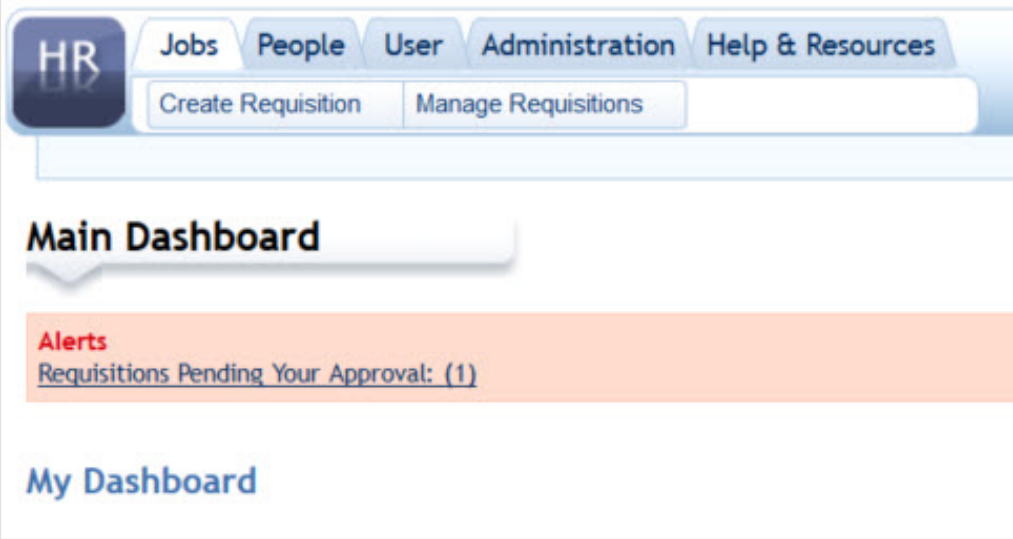
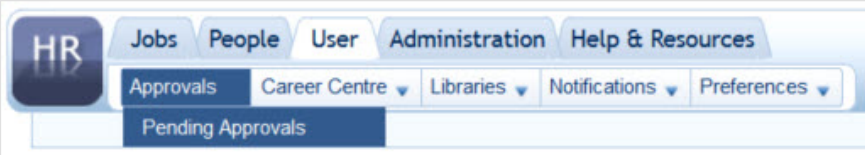
Approving from email

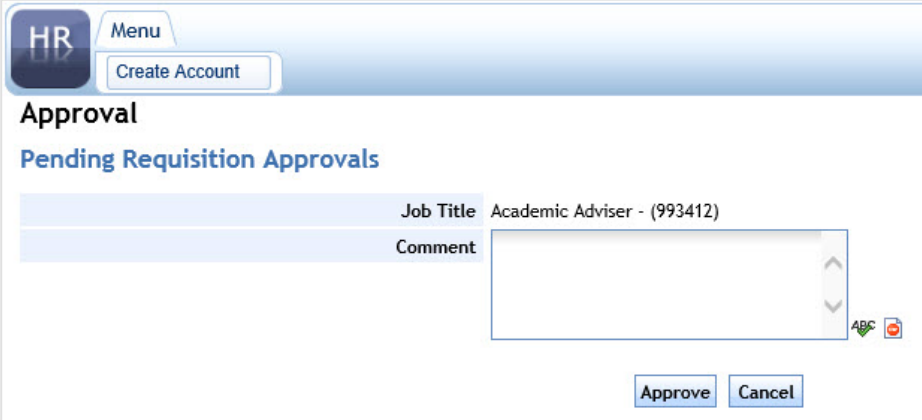
Step	Instruction	Screenshot
1	<p>Open the System Notification in your email inbox.</p> <p>Approve or reject the requisition directly from your email using the Approve or Reject hyperlinks.</p>	<p>System notification email:</p>  <p>Approve/Reject links at bottom of email message:</p> <p>Use these links to approve or reject the requisition directly from this email: Approve OR Reject. Alternatively, log in to UVic Careers and view the requisition via the pending approvals alert at the top of the screen.</p>
2	<p>The UVic Careers Approval or Rejection screen will appear.</p> <p>Select the Approve (or Reject) button. Comments are required if you are rejecting a requisition.</p>	

Step	Instruction	Screenshot
3	A Success message will appear at the top of the screen.	

Approving from UVic Careers system

Step	Instruction	Screenshot
1	Sign in to the UVic Careers website from MyPage or https://uvic.mua.hr/department.com/ .	<p>Returning User</p> <p>Sign in using your NetLink ID If you are already a UVic community member, sign in using your NetLink ID.</p> <p>Sign in to UVic</p> <p>Log in using your email address If don't have a NetLink ID, but you have already created a UVic Careers account, log in using your email address.</p> <p>User email <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p> <p>Email/Username and password are case sensitive. Forgot your password?</p> <p>UVic Employees: Click this button to login using your Netlink ID and password.</p> <p><u>Do not use the user email and password fields.</u></p>

Step	Instruction	Screenshot																						
2	<p>Choose the Requisitions Pending Your Approval alert on the Main Dashboard screen.</p> <p>Alternatively, choose the User tab > Approvals > Pending Approvals.</p>	<p>Alert in Main Dashboard</p>  <p>User > Approvals > Pending Approvals</p> 																						
3	<p>From the My Pending Approvals page, in the Actions column choose the green "Approve" or red "Reject" buttons.</p> <p>Alternatively, check the box in the column on the far left next to the applicable requisition(s). Then use the Approve/Reject buttons at the bottom and choose Submit.</p>	<p>My Pending Approvals</p> <p>Pending Approvals</p> <p>▼ Requisitions</p> <p>Displaying 1 - 1 of 1 <input type="text" value="10"/> <input type="text" value="25"/> <input type="text" value="50"/> <input type="text" value="100"/> per page</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Division</th> <th>Job Code</th> <th>Req. #</th> <th>Requisition</th> <th>Date Created</th> <th>Recruiter</th> <th>HM</th> <th>Attachment(s)</th> <th>Members</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Creative Writing</td> <td>993351</td> <td>993351</td> <td>Administrative Assistant/SL3</td> <td>9/18/2014</td> <td>Kam Cheema</td> <td>Carmen Mailloux</td> <td>0</td> <td>2 Members (Serial)</td> <td><input type="checkbox"/> <input type="checkbox"/></td> </tr> </tbody> </table> <p>Bulk Actions <input checked="" type="radio"/> Approve all selected <input type="radio"/> Reject all selected</p> <p><input type="button" value="Submit"/></p>	<input type="checkbox"/>	Division	Job Code	Req. #	Requisition	Date Created	Recruiter	HM	Attachment(s)	Members	Actions	<input type="checkbox"/>	Creative Writing	993351	993351	Administrative Assistant/SL3	9/18/2014	Kam Cheema	Carmen Mailloux	0	2 Members (Serial)	<input type="checkbox"/> <input type="checkbox"/>
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Step	Instruction	Screenshot
4	<p>The Approval or Rejection screen will appear.</p> <p>Select the Approve (or Reject) button. Comments are required if you are rejecting a requisition.</p>	


Once you have approved a requisition, the next approver in the approval chain will receive an email notification requesting his or her approval.

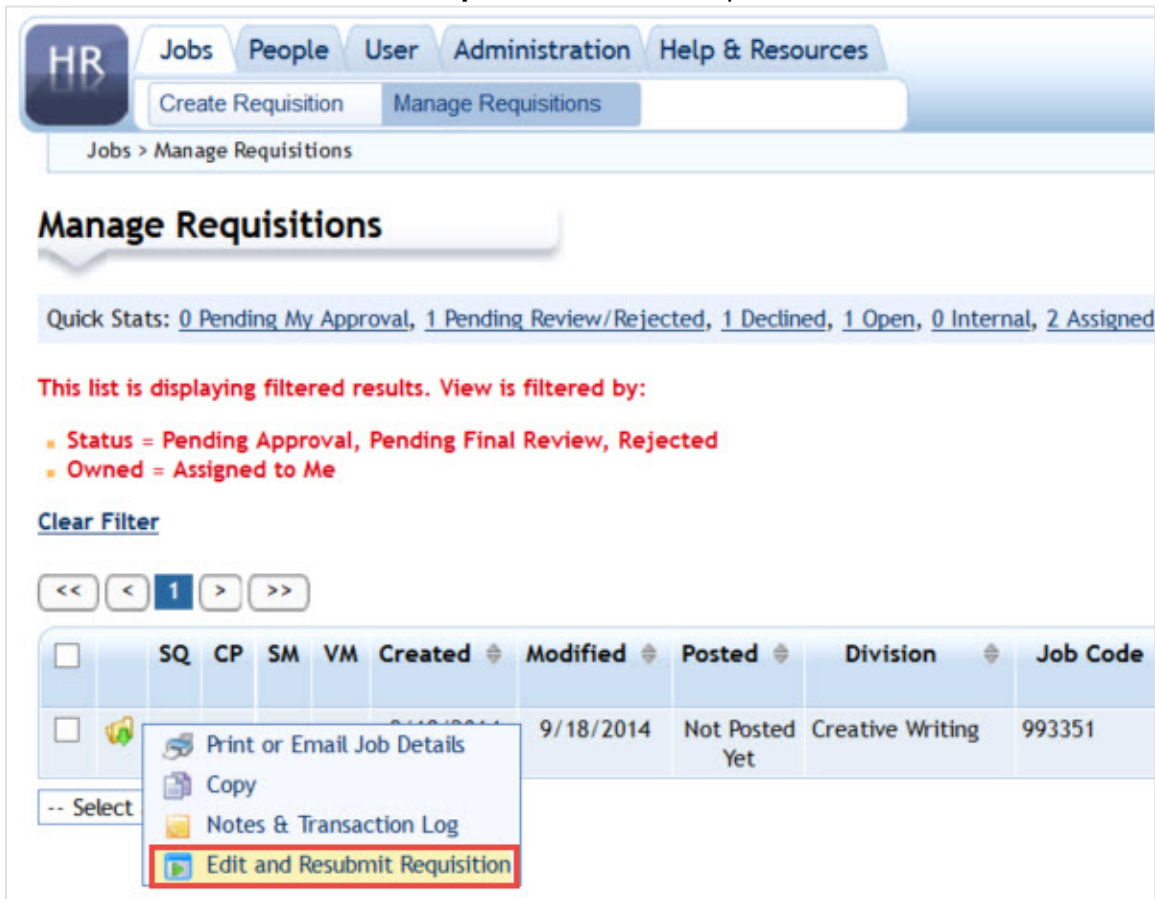
If you reject a requisition, the hiring administrator will receive a notification that it has been rejected. After revision, you will again receive a notification that the requisition is ready for approval.

Information for hiring administrators

- Hiring administrators will receive a system notification email when each approval/rejection is processed. The email will include any comments from the approvers.

The UVic Careers system will automatically move the requisition to the next person in the approval chain. Once all approvals are processed, Human Resources will post the job on the external UVic Careers website. Hiring administrators will also receive a system notification email when the posting occurs.

- To edit a rejected requisition and re-submit it for approval, choose the **Jobs** tab > **Manage Requisitions** > **More Options** icon . Select **Edit and Resubmit Requisition** from the drop-down list.



- To view comments and approval history within the UVic Careers system, choose the **Jobs** tab > **Manage Requisitions** and click the hyperlinked job title. From the **Requisition Details** screen, scroll to the bottom where time-stamped approver activity and comments are listed.

Approvers

Date/Time of Approval	Approver	Requestor	Approval Status	Comments
9/18/2014, 11:00 AM (PDT)	Budget Office	Carmen Mailloux		Added to Approval Chain
9/18/2014, 11:00 AM (PDT)	Carmen Mailloux	Carmen Mailloux		Added to Approval Chain
9/18/2014, 10:49 AM (PDT)	Carmen Mailloux	Carmen Mailloux	Declined	Test
9/18/2014, 10:30 AM (PDT)	Budget Office	Carmen Mailloux		Added to Approval Chain
9/18/2014, 10:30 AM (PDT)	Carmen Mailloux	Carmen Mailloux		Added to Approval Chain