Approve Position Authorization – Budget/Funding

User Groups: Approvers (Director of Budgets)

Purpose: The Director of Budgets will confirm and approve funding for position

Click **JOBS** tab

![Job Status drop down menu – select ‘Recruitment Request Pending’](image)

Click **GO**
Click in the posting column

Select ‘Edit’ to review & enter budget information

Select ‘3. Funding Information’
Option 1
If using an existing position number
Confirm ‘Position Number’ field
Select ‘No’ from New Position Number Needed drop down menu
Enter ‘Position Number for this posting’ (even though it is listed in the previous Position Number field – please confirm by entering number again or enter the correct existing position number to use)
Enter ‘Notes’ if needed
Enter ‘Funding Amount available’
Click **Save**

Select ‘Forms’ tab
Select ‘Approvals’

Select ☑ Approve or ☐ Reject

Approve: results in ☑

Reject: returns a message to the Hiring Manager of the rejection (this to be used sparingly and only when it will be a permanent rejection. If you have concerns, please call the individual to have a conversation. Once concern is no longer, move forward with ☑ Approve).

Option 2

If new position number is needed:

Select ‘Yes’ from New Position Number Needed drop down menu
Enter ‘Notes’ if needed
Enter ‘Funding amount available’
Click ☑ ‘Submit’
Position Authorization Form

Funding Information
This section is for completion by the Budget Director ONLY. Please skip to set up approvals by clicking "Submit".

Budget Director Instructions:
If a new position number is not needed, complete "Position Number for Posting" and "Funding Amount" fields and click "Save".
If a new position number is needed, select "Yes" for "New Position Number Needed", complete "Funding Amount" field and click "Submit".

Funded by:
- Position Number:
- New Position Number Needed: [Yes]
- Position Number(s) for this posting: [Please create new position number]
- Funding amount available: $50,000
Select ✅ Approve or ❌ Reject

Approve: results in ✓

Reject: returns a message to the Hiring Manager of the rejection (this to be used sparingly and only when it will be a permanent rejection. If you have concerns, please call the individual to have a conversation. Once concern is no longer, move forward with ✅ Approve).
Automatically sends email to the next approver on the list.