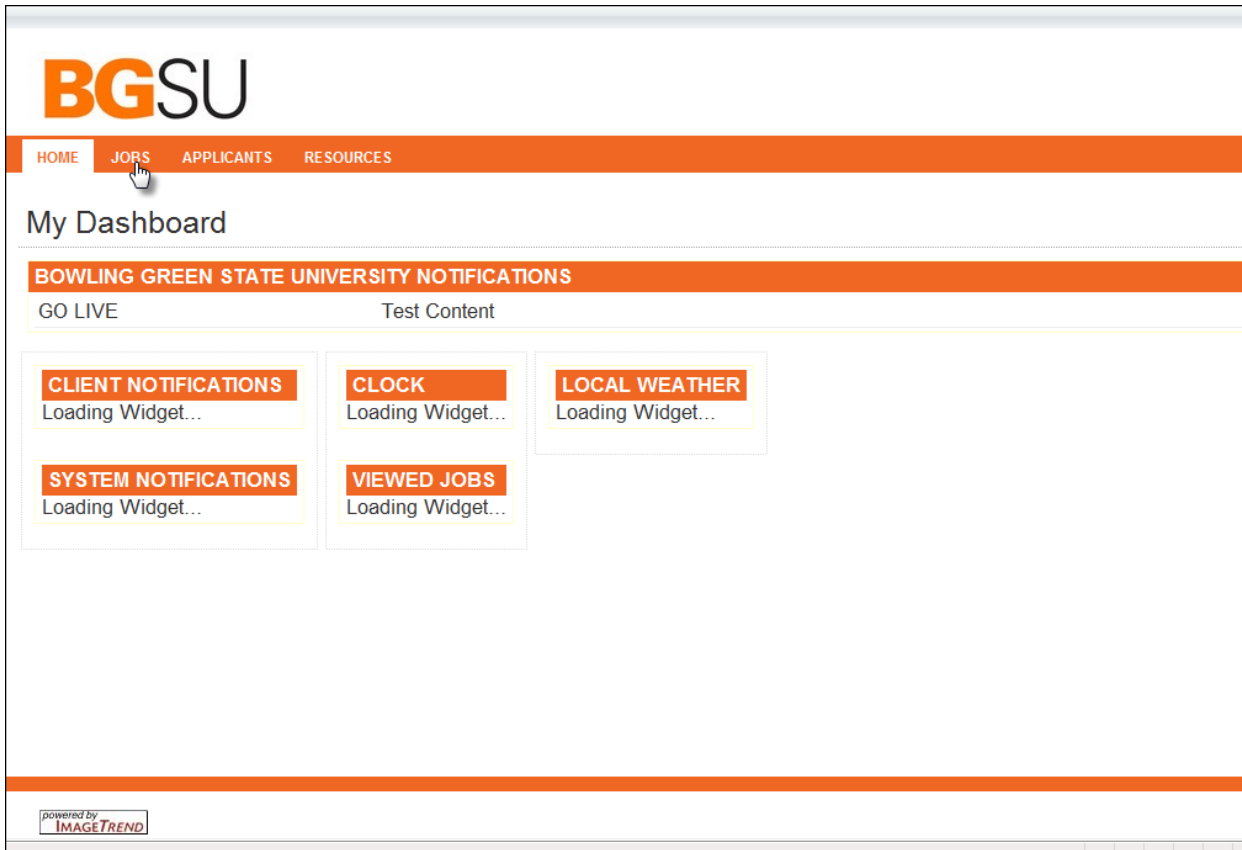


Approve Position Authorization – Budget/Funding

User Groups: Approvers (Director of Budgets)

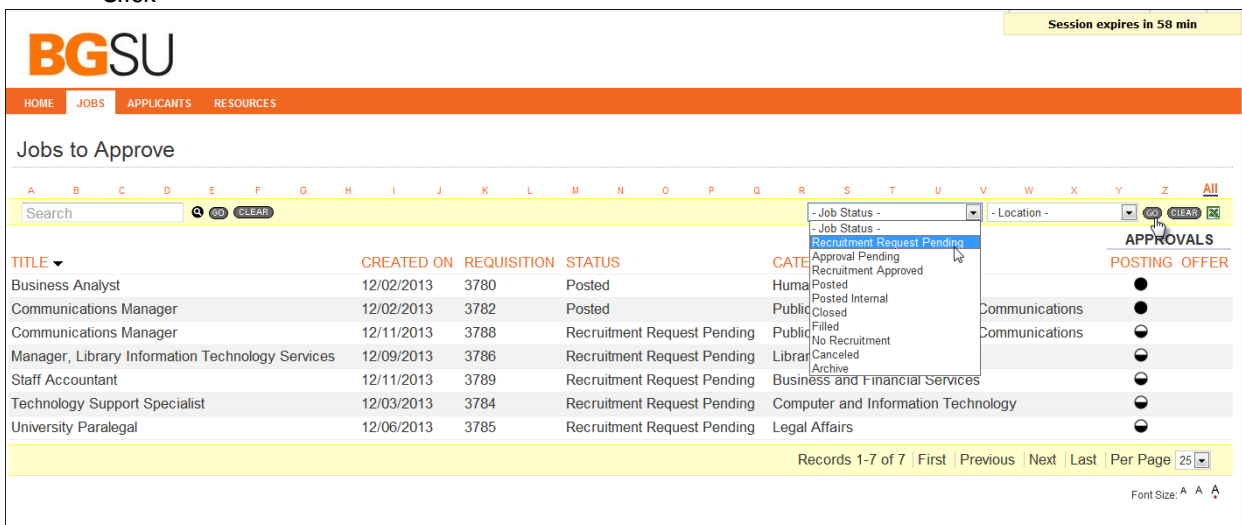
Purpose: The Director of Budgets will confirm and approve funding for position


Click **JOBS** tab

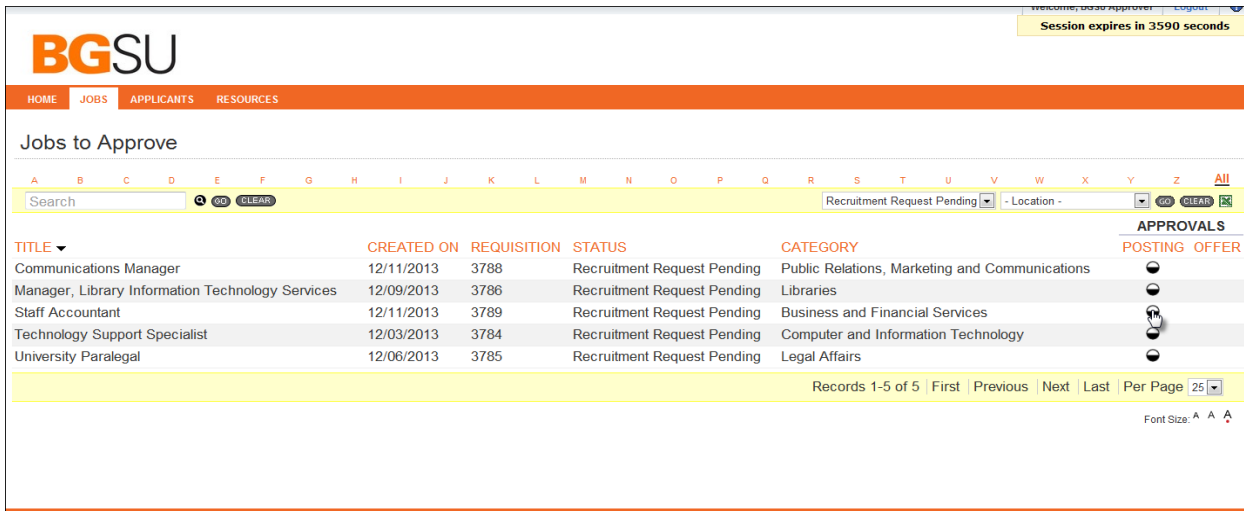


Job Status drop down menu – select ‘Recruitment Request Pending’

Click **GO**



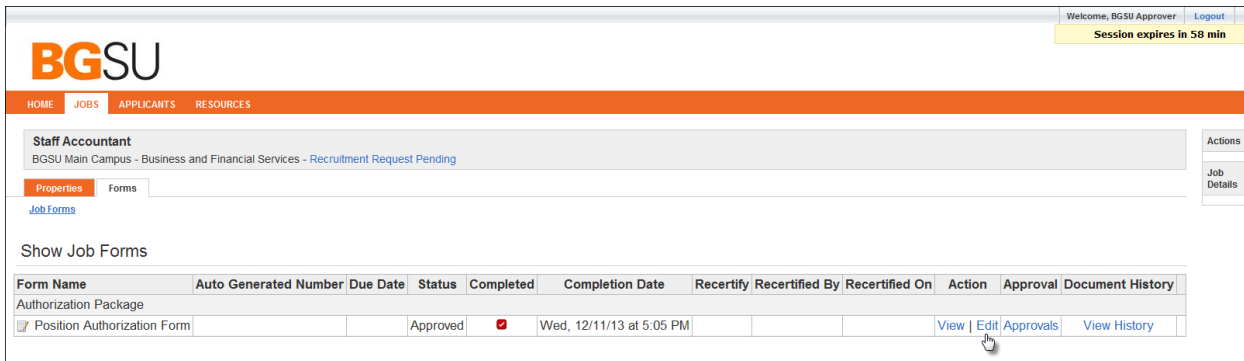
Click  in the posting column



The screenshot shows the 'Jobs to Approve' page on the BGSU system. At the top, there is a navigation bar with 'HOME', 'JOBS', 'APPLICANTS', and 'RESOURCES'. Below this is a search bar with a dropdown menu set to 'Recruitment Request Pending' and a 'Location' dropdown. A table lists several job postings with columns for 'TITLE', 'CREATED ON', 'REQUISITION', 'STATUS', 'CATEGORY', and 'APPROVALS'. The 'APPROVALS' column contains icons for 'POSTING' and 'OFFER'. A mouse cursor is hovering over the 'OFFER' icon for the 'Staff Accountant' position. At the bottom of the table, there are pagination controls showing 'Records 1-5 of 5' and 'Per Page 25'. A 'Font Size' control is also visible.

TITLE	CREATED ON	REQUISITION	STATUS	CATEGORY	APPROVALS
Communications Manager	12/11/2013	3788	Recruitment Request Pending	Public Relations, Marketing and Communications	
Manager, Library Information Technology Services	12/09/2013	3786	Recruitment Request Pending	Libraries	
Staff Accountant	12/11/2013	3789	Recruitment Request Pending	Business and Financial Services	
Technology Support Specialist	12/03/2013	3784	Recruitment Request Pending	Computer and Information Technology	
University Paralegal	12/06/2013	3785	Recruitment Request Pending	Legal Affairs	

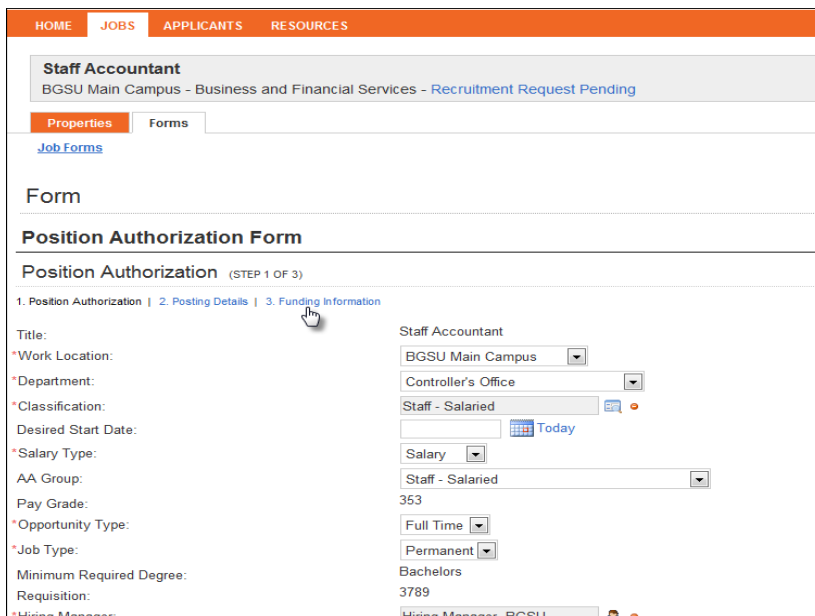
Select 'Edit' to review & enter budget information



The screenshot shows the 'Staff Accountant' job details page. It includes a 'Properties' tab and a 'Forms' section. A table lists the forms associated with the job, including 'Position Authorization Form'. A mouse cursor is hovering over the 'Edit' link in the 'Action' column for the 'Position Authorization Form'.

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Authorization Package											
<input checked="" type="checkbox"/> Position Authorization Form			Approved		Wed, 12/11/13 at 5:05 PM				View Edit Approvals View History		

Select '[3. Funding Information](#)'



The screenshot shows the 'Position Authorization Form' for a 'Staff Accountant' position. The form is divided into three steps: '1. Position Authorization', '2. Posting Details', and '3. Funding Information'. The 'Funding Information' step is currently selected. The form contains various fields for job details, including 'Title', 'Work Location', 'Department', 'Classification', 'Desired Start Date', 'Salary Type', 'AA Group', 'Pay Grade', 'Opportunity Type', 'Job Type', 'Minimum Required Degree', and 'Requisition'. A mouse cursor is hovering over the '3. Funding Information' step link.

Position Authorization Form
Position Authorization (STEP 1 OF 3)

1. Position Authorization | 2. Posting Details | 3. Funding Information

Title: Staff Accountant

*Work Location: BGSU Main Campus

*Department: Controller's Office

*Classification: Staff - Salaried

Desired Start Date: Today

*Salary Type: Salary

AA Group: Staff - Salaried

Pay Grade: 353

*Opportunity Type: Full Time

*Job Type: Permanent

Minimum Required Degree: Bachelors

Requisition: 3789

Option 1

If using an existing position number

Confirm 'Position Number' field

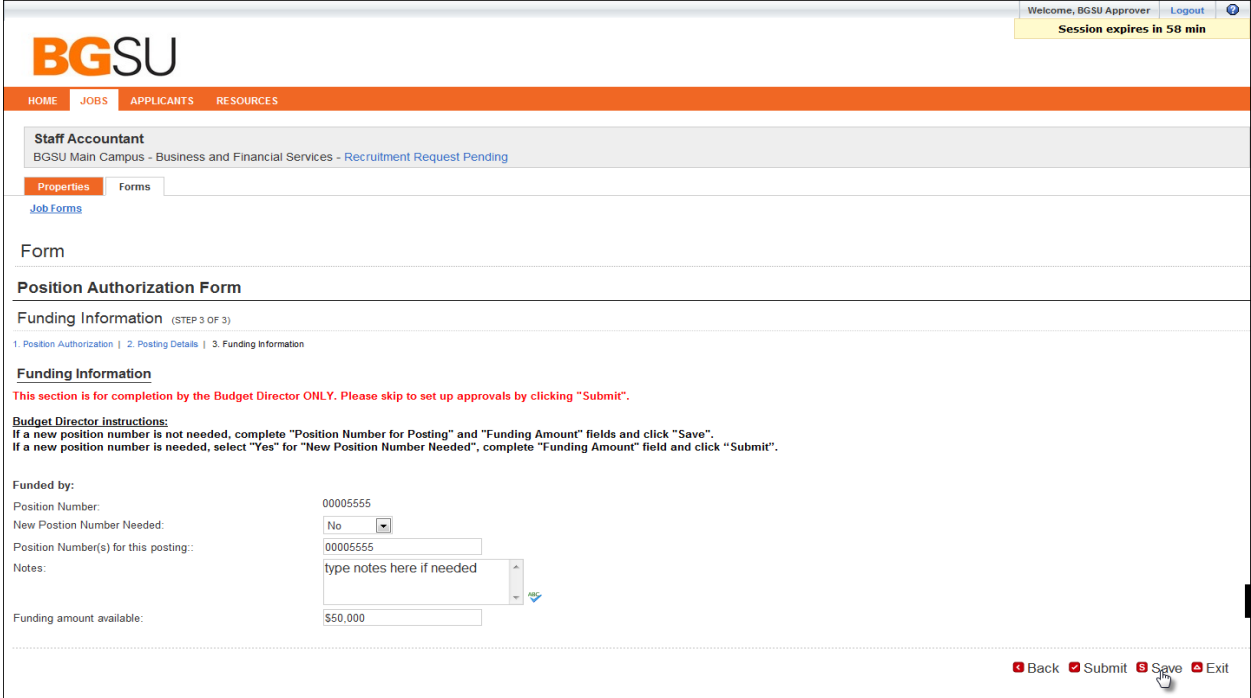
Select 'No' from New Position Number Needed drop down menu

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



Staff Accountant
BGSU Main Campus - Business and Financial Services - [Recruitment Request Pending](#)

Properties Forms

Job Forms

Form

Position Authorization Form

Funding Information (STEP 3 OF 3)
1. Position Authorization | 2. Posting Details | 3. Funding Information

Funding Information

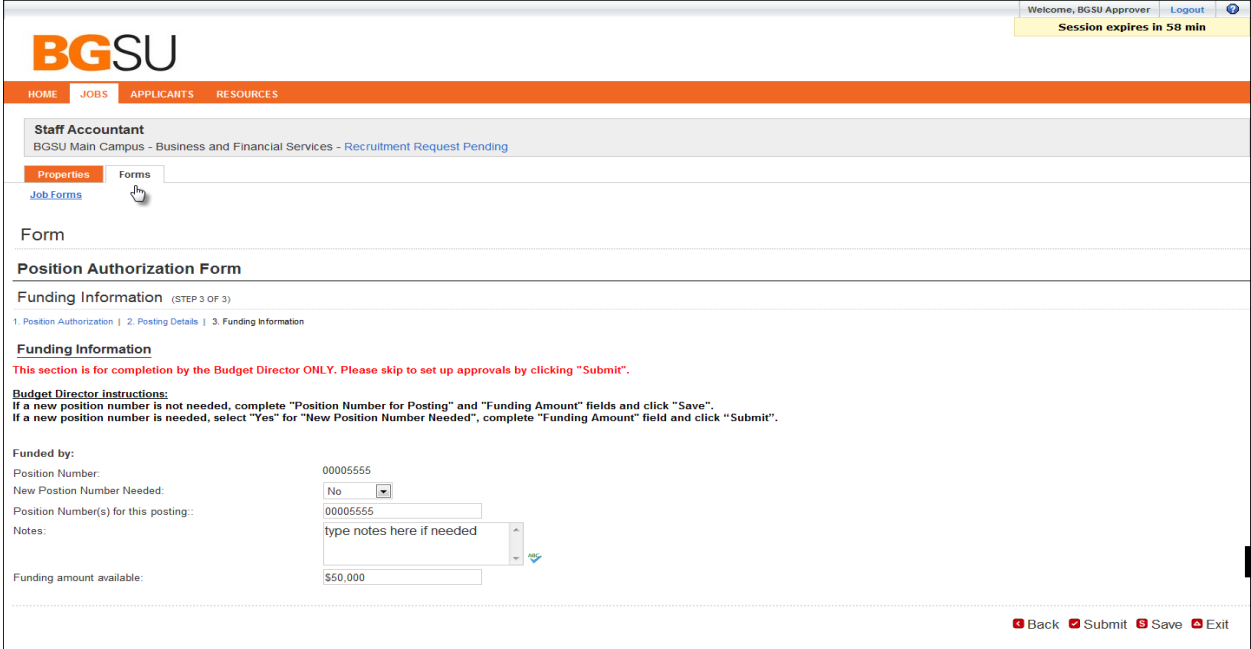
This section is for completion by the Budget Director ONLY. Please skip to set up approvals by clicking "Submit".

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: 00005555
New Position Number Needed: No
Position Number(s) for this posting: 00005555
Notes: type notes here if needed
Funding amount available: \$50,000

Back Submit Save Exit

Select 'Forms' tab



Staff Accountant
BGSU Main Campus - Business and Financial Services - [Recruitment Request Pending](#)

Properties Forms

Job Forms

Form

Position Authorization Form

Funding Information (STEP 3 OF 3)
1. Position Authorization | 2. Posting Details | 3. Funding Information

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: 00005555
New Position Number Needed: No
Position Number(s) for this posting: 00005555
Notes: type notes here if needed
Funding amount available: \$50,000

Back Submit Save Exit

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).

Title	Name	Approved	Rejected	Date
Hiring Manager	BGSU Hiring Manager	<input checked="" type="checkbox"/>		08:42:57 AM Thu 12/12/13
Dean/Associate/Assistant Vice President	BGSU Approver	<input checked="" type="checkbox"/>		09:24:54 AM Thu 12/12/13
Provost/Vice President/President	BGSU Approver	<input checked="" type="checkbox"/>		09:25:18 AM Thu 12/12/13
Director of Budgets	BGSU Approver			
OED	BGSU OED			
HR Admin	BGSU HR Admin			

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'

HireTouch » Form: Staff Accountant - Windows Internet Explorer
https://bgsu.hiretouch.com/admin/jobs/forms/form.cfm?formResponseID=14531&formResponseKey=e35fd95880017c131971c7412dfb632&formPageID=78556&jobID=371

File Edit View Favorites Tools Help
Convert Select
BGSU Lawriter - ORC - CHAPTE... Report a University-Owne... Suggested Sites

HireTouch » Form: Staff Accountant

Properties Forms **Session expires in 58 min**

[Job Forms](#)

Form

Position Authorization Form

Funding Information (STEP 3 OF 3)
1. Position Authorization | 2. Posting Details | 3. Funding Information

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 No

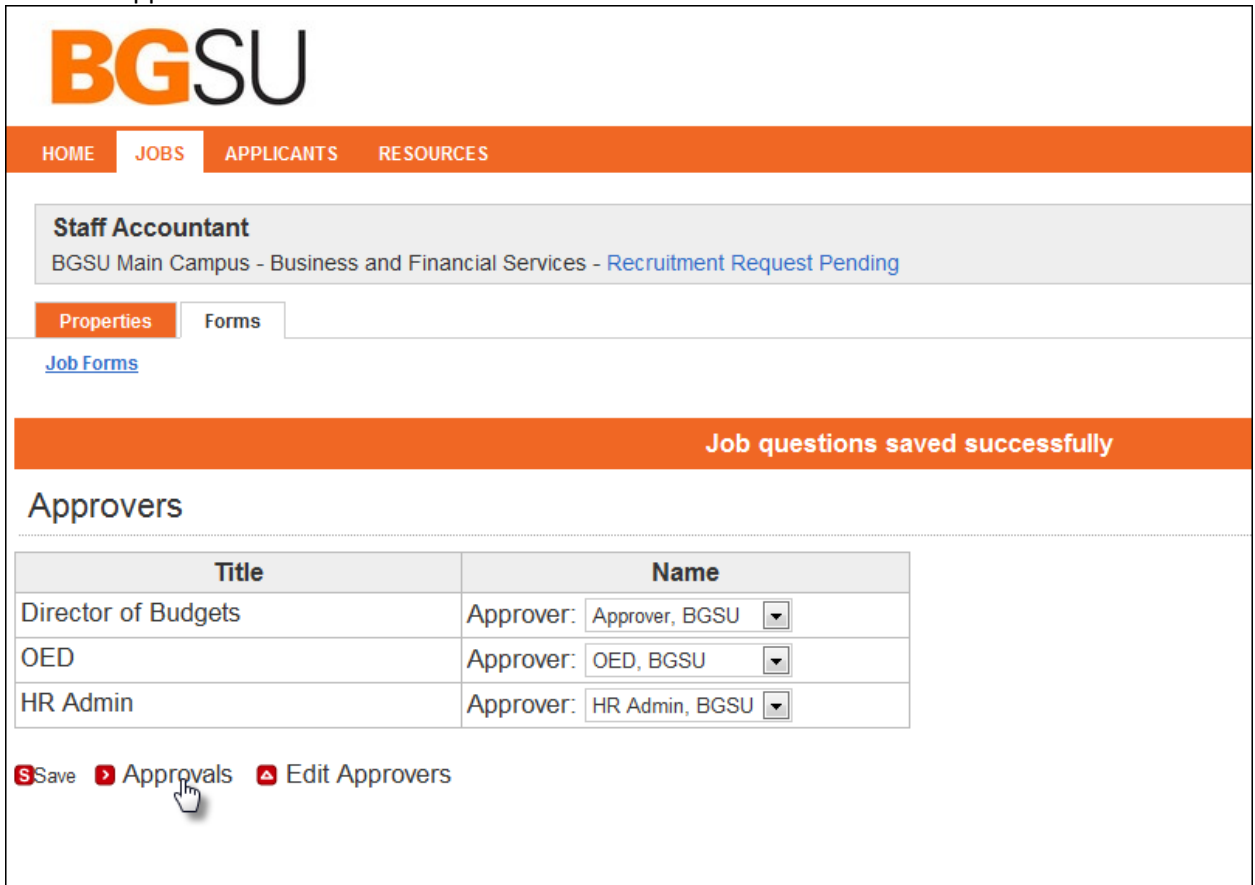
Position Number(s) for this posting:

Notes:

Funding amount available:

Internet | Protected Mode: On 100%

Select  Approvals



BGSU

HOME JOBS APPLICANTS RESOURCES

Staff Accountant
BGSU Main Campus - Business and Financial Services - [Recruitment Request Pending](#)




Properties Forms




[Job Forms](#)


Job questions saved successfully

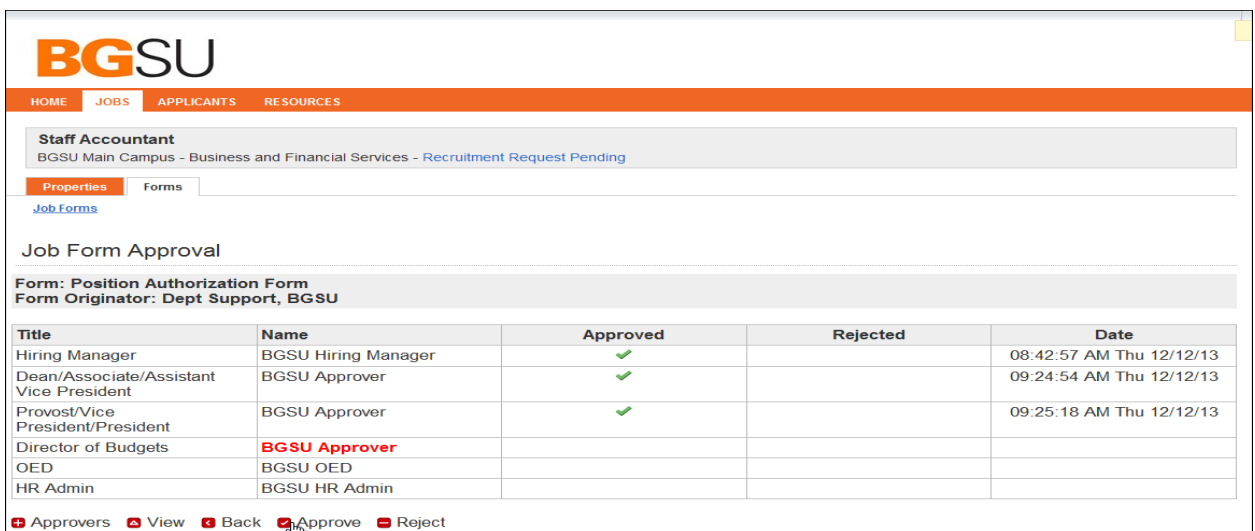
Approvers

Title	Name
Director of Budgets	Approver: <input type="text" value="Approver, BGSU"/>
OED	Approver: <input type="text" value="OED, BGSU"/>
HR Admin	Approver: <input type="text" value="HR Admin, BGSU"/>

 Save  Approvals  Edit Approvers

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).



BGSU

HOME JOBS APPLICANTS RESOURCES




Staff Accountant
BGSU Main Campus - Business and Financial Services - [Recruitment Request Pending](#)






Properties Forms

[Job Forms](#)

Job Form Approval

Form: Position Authorization Form
Form Originator: Dept Support, BGSU

Title	Name	Approved	Rejected	Date
Hiring Manager	BGSU Hiring Manager			08:42:57 AM Thu 12/12/13
Dean/Associate/Assistant Vice President	BGSU Approver			09:24:54 AM Thu 12/12/13
Provost/Vice President/President	BGSU Approver			09:25:18 AM Thu 12/12/13
Director of Budgets	BGSU Approver			
OED	BGSU OED			
HR Admin	BGSU HR Admin			

 Approvers  View  Back  Approve  Reject

BGSU

HOME JOBS APPLICANTS RESOURCES

Staff Accountant
BGSU Main Campus - Business and Financial Services - Recruitment Request Pending

Properties Forms

[Job Forms](#)

Job Form Approval

Form: Position Authorization Form
Form Originator: Dept Support, BGSU

Title	Name	Approved	Rejected	Date
Hiring Manager	BGSU Hiring Manager	✓		08:42:57 AM Thu 12/12/13
Dean/Associate/Assistant Vice President	BGSU Approver	✓		09:24:54 AM Thu 12/12/13
Provost/Vice President/President	BGSU Approver	✓		09:25:18 AM Thu 12/12/13
Director of Budgets	BGSU Approver	✓		09:52:14 AM Thu 12/12/13
OED	BGSU OED			
HR Admin	BGSU HR Admin			

+ Approvers View Back

Automatically sends email to the next approver on the list.