

This job aid will show Budget Approvers how to approve a hiring requisition in NEOGOV. You will receive an email notification of pending actions in NEOGOV. The email notice will include a link to access NEOGOV, or if you log in to NEOGOV (<https://login.neogov.com/Signin?siteCode=IN>), the initial log in screen (the NEOGOV dashboard) will show any actions pending approval.

Overview

A requisition is a request to fill one or more vacant positions. With the Budget Approver role in the NEOGOV Online Hiring Center (OHC), agency budget approvers can review a requisition sent for approval.

The selections of approve, deny and on hold are available for budget approvers. A requisition can be cancelled by the original submitter, or by an HR Representative only. Approve or deny are self-explanatory, however you might choose to select "on hold" if you need more information on the requisition for example.

Requisition Approval Path Example

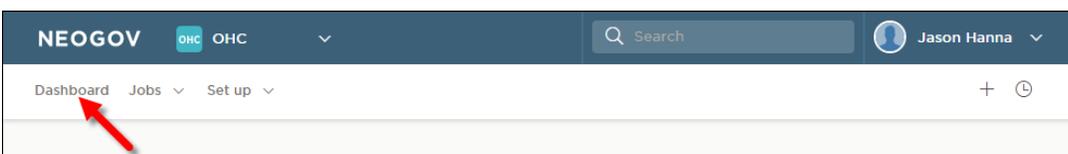
In the example below, the defined approval path requires the requisition to travel through a total of four approval groups before going to HR. Budget is the third approval group in this example.

Once the requisition creator clicks Save & Submit, the requisition will go to the first approval group. In this example, both Simon Davies and Melanie Scott will be notified, via email, that a requisition requires their review. Approval is on a first come, first approve basis. Either Simon or Melanie will need to approve the requisition to move it on to the next approval group.

Approval Group	Selected Approver(s)
Group 1: Supervisor/Manager	Simon Davies and Melanie Scott
Group 2: HR Classification	Maria Ramirez and Gretchen Case
Group 3: Budget	Joyce Lowe and Mark Campbell
Group 4: Executive	Nancy Reed
Group 5: Human Resources	Vindi Kalkote and Margaret Wheeler
Group 6: BTAP Furlough Check	BTAP Staff

Steps to Approve a Requisition

1. If you're not already viewing your dashboard page, click **Dashboard** from the upper left.



2. From the **My Tasks** section, click the requisition pending your review.

My Tasks [VIEW ALL >](#) Q

3 Total 3 Requisition Approval

Type	Related To	Date Assigned	Department	Division
Approval	Req Clerk Typist 3 (BSE00408)	03/13/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	Req Administrative Officer 1 (BS...	03/22/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	Req Clerk Typist 3 (BSE00450)	03/22/2017	Historical & Museum Commission	HM Pennsbury Manor

Showing 1 - 3 of 3 items ← →

3. Click **Approve**, type any comments, and click **Submit**. This will route the requisition to the next approver in line.

☰ **Requisition Approval** Cancel Edit
 Customer Service Representative (00008)

✓ Approve
✗ Deny
⏸ Hold
Submit

Comment (Optional)

I approve this requisition. Thank you!

Requisition Details

Requisition Number	00008	Department	Operations
Title	Customer Representative	Division	Customer Success
Class Title		Vacancies	

APPROVAL TIMELINE

- 1

Pending...

Manager

Jason Hanna , +1 more
- 2

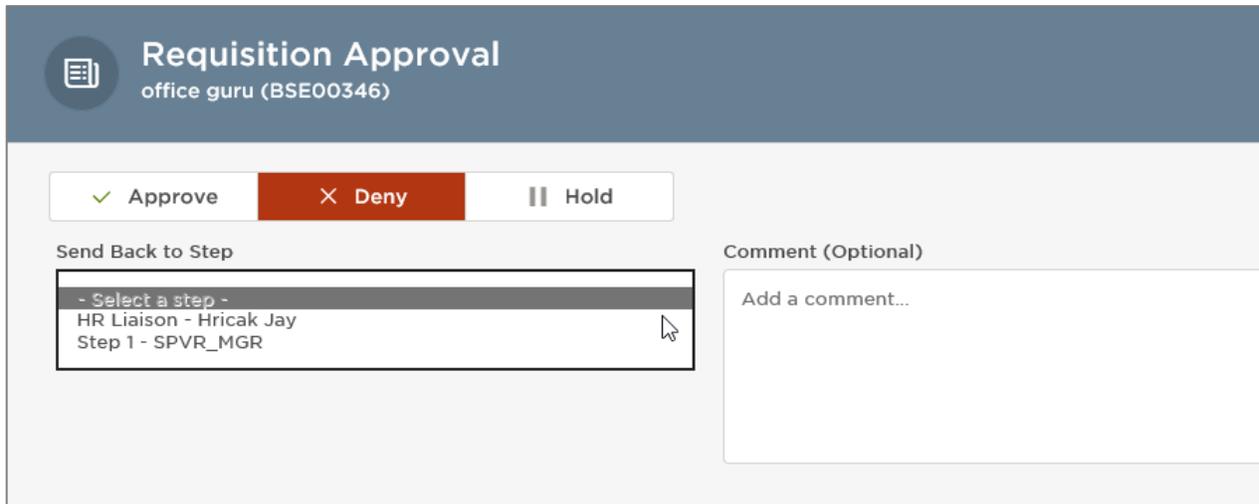
Pending...

Director

Jason Hanna , +2 more
- 3

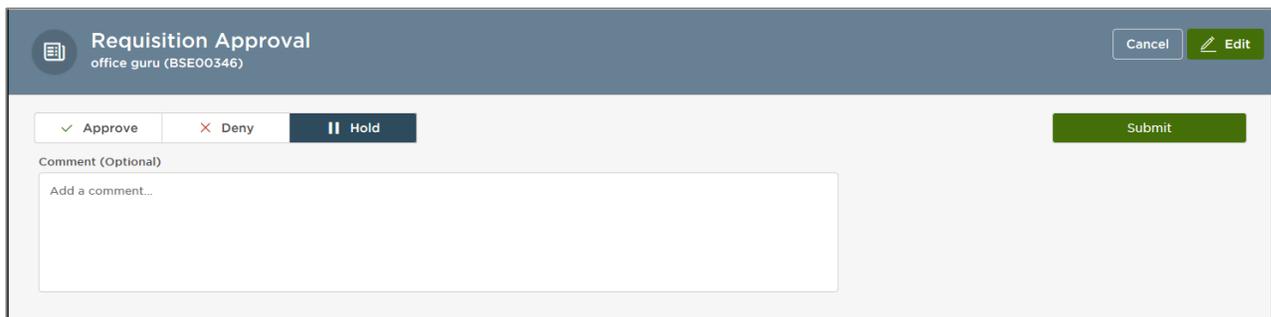
Pending...

- If **Deny** is selected, the request can be sent back to the submitter or to a previous approval step. If sent back to the submitter, they can cancel or edit the requisition and resubmit back through the approval process. If sent back to a previous approval step, the approver(s) can **deny** or **reapprove**.



The screenshot shows the 'Requisition Approval' interface for 'office guru (BSE00346)'. At the top, there are three buttons: 'Approve' (green), 'Deny' (red), and 'Hold' (grey). Below these is a 'Send Back to Step' dropdown menu with the following options: '- Select a step -', 'HR Liaison - Hricak Jay', and 'Step 1 - SPVR_MGR'. To the right of the dropdown is a 'Comment (Optional)' text area with the placeholder text 'Add a comment...'. There are also 'Cancel' and 'Edit' buttons in the top right corner.

- If **Hold** is selected the requisition is placed back in your approval queue without moving it along the approval path. It will remain on hold in your Dashboard until someone else in your approval group approves or denies it, or until you re-open the requisition and select **Approve** or **Deny**.



The screenshot shows the 'Requisition Approval' interface for 'office guru (BSE00346)'. At the top, there are three buttons: 'Approve' (green), 'Deny' (red), and 'Hold' (dark grey). Below these is a 'Comment (Optional)' text area with the placeholder text 'Add a comment...'. To the right of the comment area is a green 'Submit' button. There are also 'Cancel' and 'Edit' buttons in the top right corner.

SUPPORT: If you require assistance, please contact your agency HR office for help. Agency HR personnel have been trained to assist and have the ability to escalate technical issues requiring further review.