



This job aid will show agency HR Classification Analysts how to process a hiring requisition in NEOGOV. You will receive an email notification in your agency resource account of pending actions in NEOGOV. The email notice will include a link to access NEOGOV, or if you log into NEOGOV as your resource account (<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 access to your agency's resource account, you can review a requisition sent for classification approval. This process is unique because a role is not assigned to a position; anyone within the agency HR Office with classification authority may access the agency resource account to view and act on a requisition at the classification review stage.

The Classification Analyst who reviews the requisition will log into NEOGOV using the login credentials for their agency resource account. The login information is the same as that assigned to the resource account. Once logged in as the resource account you will have the opportunity to view any pending requisitions. If the requisition belongs to you based on work assignments, you should assign it to yourself. You are then able to approve, deny or put the requisition on hold.

HR Classification Analysts can approve, deny, or hold a requisition. 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 "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. HR Classification is the second 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 the Resource Account dashboard page, click **Dashboard** from the upper left.

The screenshot shows the top navigation bar of the NEOGOV interface. It includes the 'NEOGOV' logo, two 'OHC' buttons, a search bar, and a user profile for 'Jason Hanna'. Below the bar, there are three main navigation links: 'Dashboard', 'Jobs', and 'Set up', with a red arrow pointing to the 'Dashboard' link.

2. From the **My Tasks** section, click the appropriate requisition pending your review, based on your agency work assignments.

The screenshot displays the 'My Tasks' section with a heading 'VIEW ALL >'. It shows a table with three items, each representing a requisition. The third item in the list, which is highlighted with a red arrow, is for a 'Clerk Typist 3 (BSE00450)' dated 03/22/2017, assigned to 'Historical & Museum Commission' under 'HM Pennsbury Manor'. The table has columns for Type, Related To, Date Assigned, Department, and Division.

3. Click **Approve**, type any comments, and click **Submit**.

The screenshot shows the 'Requisition Approval' dialog box for a customer service representative. At the top, there are three buttons: 'Approve' (selected), 'Deny', and 'Hold'. Below them is a 'Comment (Optional)' text area containing the text 'I approve this requisition. Thank you!'. On the right side, there is a 'Submit' button. The bottom half of the screen shows 'Requisition Details' and an 'APPROVAL TIMELINE' section.

| Requisition Details                      |                              | APPROVAL TIMELINE                                      |
|--|------------------------------|--|
| Requisition Number<br>00008              | Department<br>Operations     | Pending...<br><b>Manager</b><br>Jason Hanna , +1 more  |
| Title<br>Customer Service Representative | Division<br>Customer Success | Pending...<br><b>Director</b><br>Jason Hanna , +2 more |
| Class Title                              | Vacancies                    | Pending...   |



### Deny a Requisition

If a change to the job title or organization is required before moving on in the approval process, this should be completed outside the NEOGOV process using the EPAR process (Reclass/Reallocate a Vacant Position) so the change can be made by the HR Service Center in SAP. In this case, you should deny the requisition and instruct the requisitioner to cancel the requisition. Once the EPAR process is complete, the requisitioner will enter a new requisition to start the process again with the correct job title and/or organization.

### Steps to Deny a Requisition

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

The screenshot shows the top navigation bar of the NEOGOV application. It includes the 'NEOGOV' logo, two 'OHC' buttons, a search bar, and a user profile for 'Jason Hanna'. Below the bar, there are three main navigation links: 'Dashboard', 'Jobs', and 'Set up', with a red arrow pointing to the 'Dashboard' link.

2. From the **My Tasks** section, click the appropriate requisition pending your review based on your agency work assignments.

The screenshot shows the 'My Tasks' section of the NEOGOV application. At the top, it displays '3 Total' and '3 Requisition Approval'. Below is a table with columns: Type, Related To, Date Assigned, Department, and Division. Three rows of data are listed:

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

A red arrow points to the third row, specifically to the 'Related To' column which contains 'Clerk Typist 3 (BSE00450)'.



If **Deny** is selected, the agency HR Classification Analyst should include comments instructing the requisitioner to cancel the requisition and submit an **EPAR**.

✓ Approve    X Deny    II Hold

Comment (Optional)

Position description does not accurately reflect current job classification. Please cancel this requisition and submit a classification reclass EPAR. Once the EPAR is complete, submit a new requisition for approval.

Send Back to Step

- Select a step -

Submit

3. 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**.

Requisition Approval

office guru (BSE00346)

Cancel    Edit

✓ Approve    X Deny    II Hold

Comment (Optional)

Add a comment...

Submit

**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.