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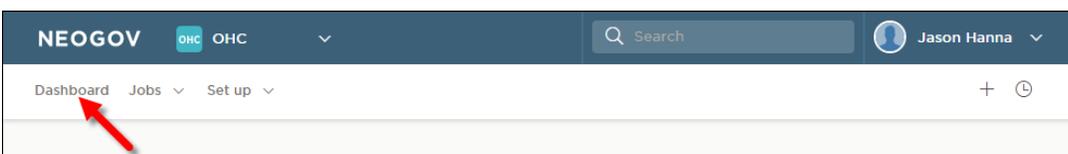
2. From the **My Tasks** section, click the requisition pending your review.

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

4. 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**.
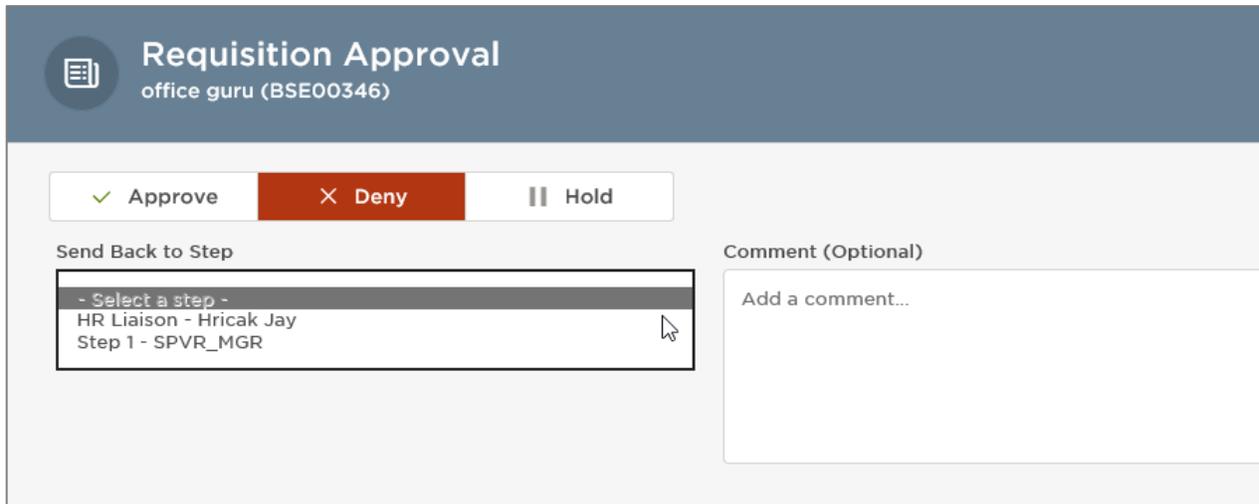
5. If **Hold** is selected the requisition is placed back in your approval queue without moving it along the approval path. It will remain on hold in your Dashboard until someone else in your approval group approves or denies it, or until you re-open the requisition and select **Approve** or **Deny**.
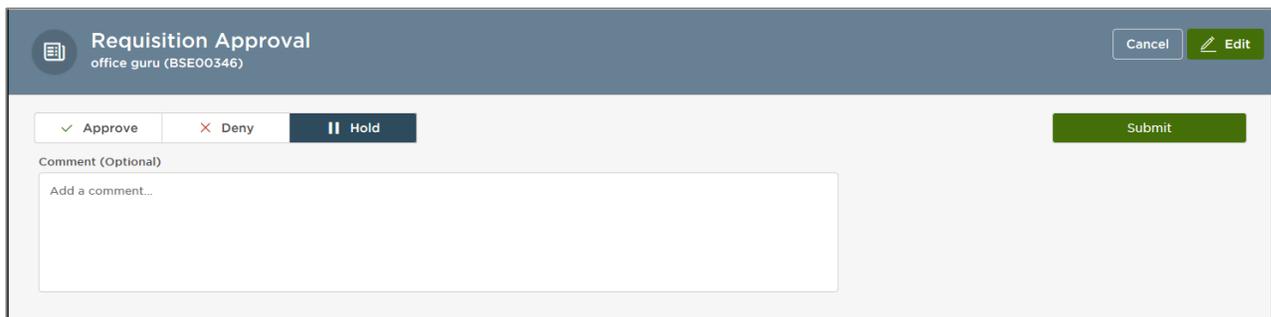
SUPPORT: If you require assistance, please contact your agency HR office for help. Agency HR personnel have been trained to assist and have the ability to escalate technical issues requiring further review.