

PAPERS7 User Guide



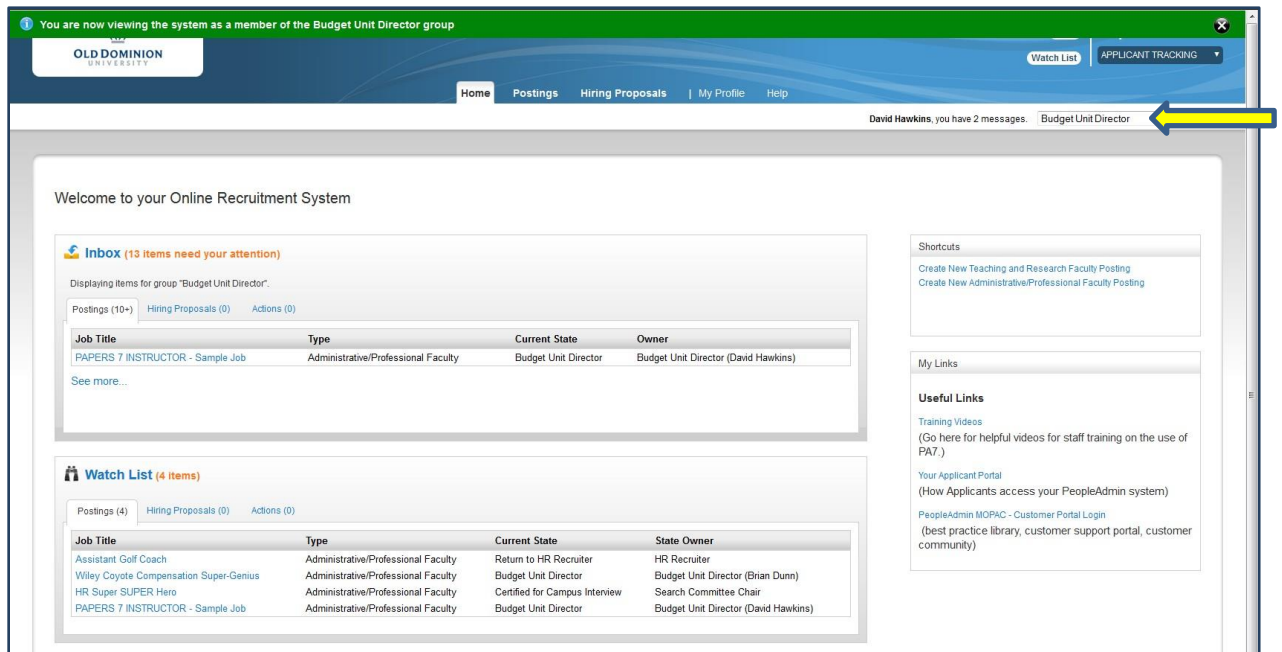
A/P FACULTY

Approving a Posting Budget Unit Director

**Department of Human Resources
January 2015**

Budget Unit Director User Guide

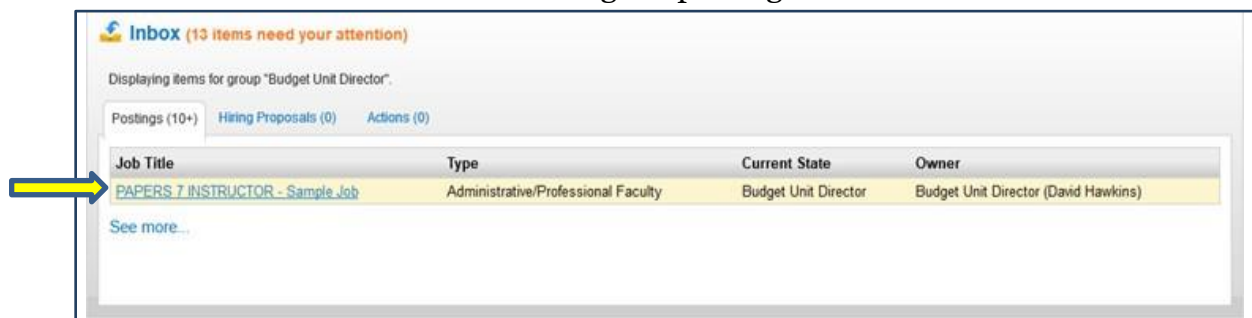
1. Once successfully logged into the system and in the Applicant Tracking module; you will be presented with the home screen below.



2. To verify you are in the Applicant Tracking Module and logged in as the Budget Unit Director, look to the upper right side of the screen.

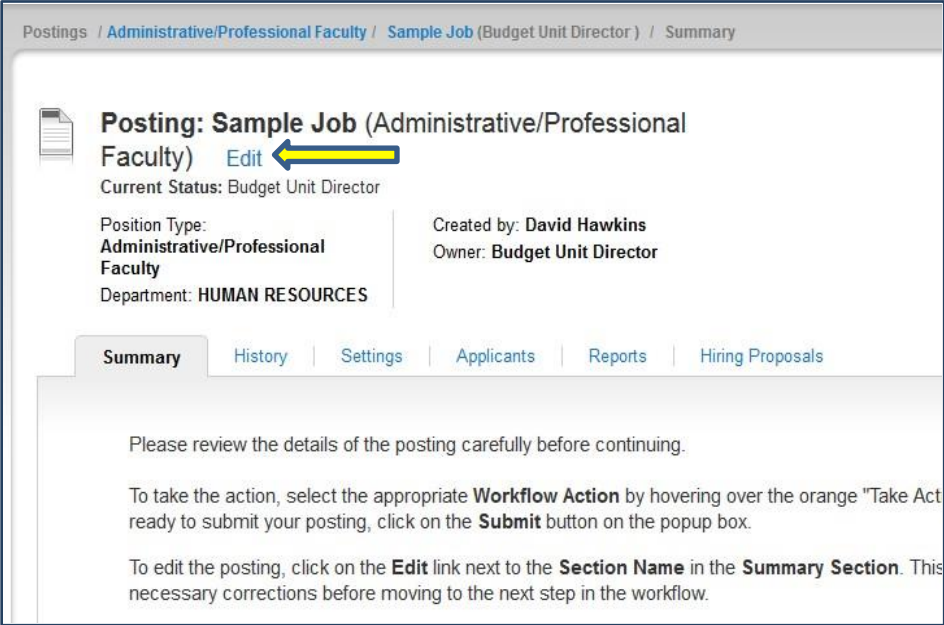


3. In your Inbox, you should see the posting(s) which need to be reviewed. Click on the **Job Title**. This is a shortcut to editing the posting.



Budget Unit Director User Guide

- 4. The posting request page will be displayed and allow the Budget Unit Director the ability to review the posting information, edit and complete the funding allocation sections. To edit the posting, click on [Edit](#).



Budget Unit Director User Guide

- The next screen will be the *Position Allocation* screen. On this screen, you will verify that the information previously entered by the Department Chair/HM is correct. Make any necessary changes to correct salary, budget codes and/or percentages.

Position Allocation

[Check spelling](#) ▼

Fields marked with a red asterisk are required.

* Required Information

Position Allocation

* Reason for Vacancy

Effective Date of Vacancy

Has an updated position description been submitted to Human Resources?

The request to advertise this position has been approved by the appropriate Vice President. This field is required.

Budgeted Department Name

* Current Budgeted Salary

* Requested Salary
A budget adjustment must be att

FTE

Salary Expense/Labor Distribution Allocation

* Budget Code

* Budget Percentage

- Select the appropriate response to the question that the VP has approved the advertisement request.

The request to advertise this position has been approved by the appropriate Vice President. This field is required.

7. When the information has been verified, you can click the **Next** button to continue.



8. Click on the **Next** button to move through the *Posting Details*, *Advertising Publications*, *Supplemental Questions* and *Posting Documents* screens until you reach the comments screen. Here you may provide comments either for the Department Chair/HM or the HR Recruiter, depending on the workflow action you intend to take. Enter any comments into the Budget Unit Director Comments box.

Note: It is important to understand that these comments will become a permanent part of the posting record. They **cannot be edited or removed once they've been added. The comments will also be viewable by all parties associated with this posting.

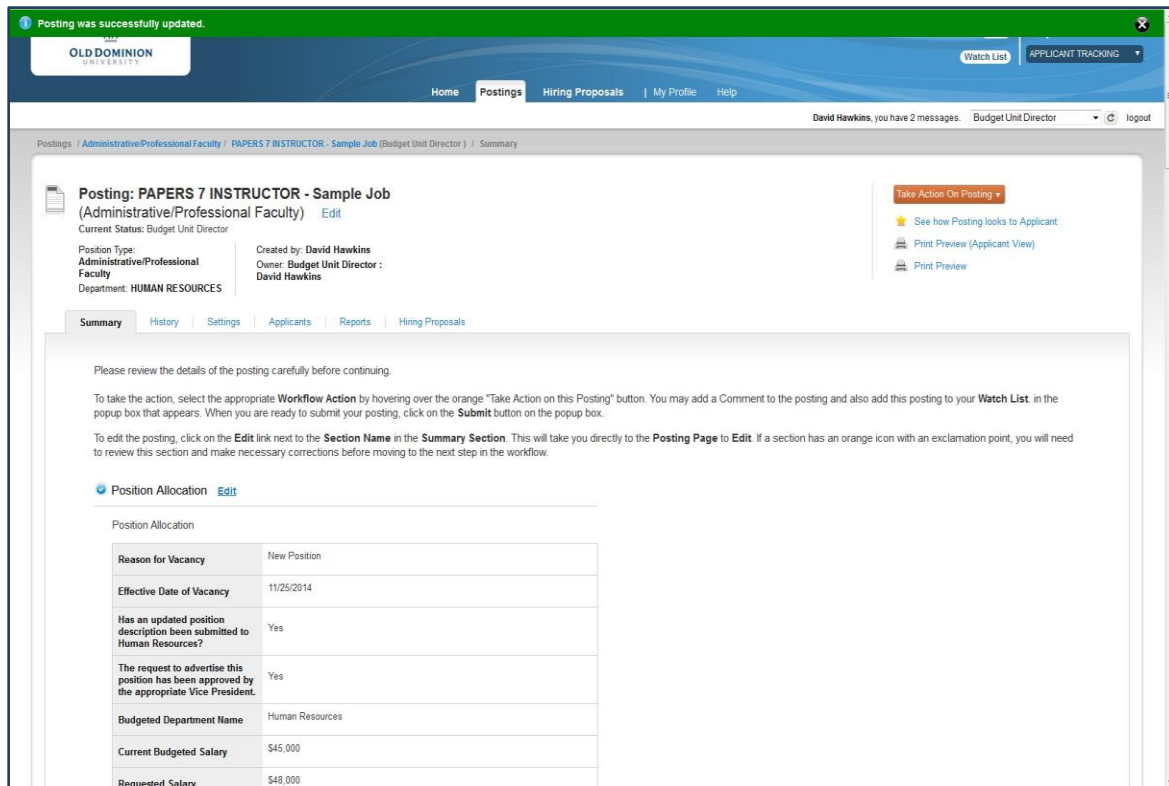
A screenshot of the 'Comments' section in a web application. At the top, there is a 'Check spelling' dropdown menu. Below it, a yellow bar highlights the 'Comments' section. Underneath, there are four comment categories: 'HR Comments', 'E & D Comments', 'Dept Chair/HM Comments', and 'Budget Comments'. The 'Dept Chair/HM Comments' section contains a date '11/24/14' and a message: 'Here is where you may communicate with the Budget Unit Director they have been included.' The 'Budget Comments' section contains a date '12/1/14' and a message: 'VP is aware of the vacancy and has approved the recruitment at the allocated funding amount.' A yellow arrow points to the right side of the 'Budget Comments' text area. At the bottom, there is a 'Budget Unit Director Comments' section with an empty text box.

9. Click the **Next** button to continue.



Budget Unit Director User Guide

10. The next screen will be a *Posting Summary* page. It allows you the chance to view the posting information in its entirety.



11. Next to each section heading you will either see an **orange** exclamation point or a **blue** check mark. The exclamation mark indicates required information is missing. Clicking on the **Edit** button next to the heading will open that section for you to correct the needed information.

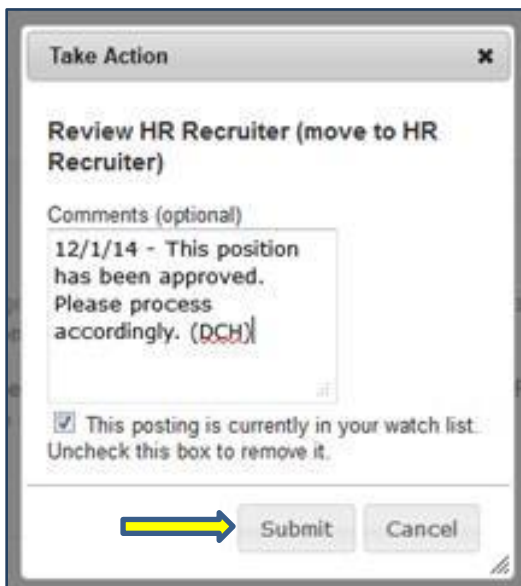


12. After reviewing the *Posting Summary* and providing any needed information, you are ready to move the posting along in the workflow. Look to the middle top right of the screen and click on the **Take Action on Posting** button. Then click on **Review HR Recruiter (move to HR Recruiter)**. Selecting the **Keep Working on This Posting** link will save the posting, so that you may return at a later time to complete the action. Selecting **Revision Requested (move to Dept Chair/HM)** will send the posting back to the Chair.



13. This will open a *Take Action* dialogue box. This is another opportunity to add comments for the *HR Recruiter* or *Dept Chair/HM* to review related to the posting. Add any text in the comments field.

****Note:** It is important to understand that these comments will become a permanent part of the posting record. They **cannot** be edited or removed once they've been added. The comments will also be viewable by all parties associated with this posting.



You may also check the box to add the posting to your watch list which will provide you with a shortcut from the login page. Click the **Submit** button and the posting will now move into the work flow for the HR Recruiter or Dept Chair/HM for review/action.

