![EA Education Authority logo]

Requesting, Terminating, Amending Approval Paths and Sending Approval Reminders

Requesting Requisition Approval

To send a Requisition for approval you must have drafted and saved the requisition. There are two

ways of doing this, you can either click on this icon along the top of the requisition or from the drop down in the **More Actions** menu by selecting **Submit for Approval**.

This approvals page is displayed. To select your approver, click the **Add Approvers** link. The user list is then displayed. You can use the **filters** on the left hand side to assist you with your search. If you are unsure of who your approver is, please refer to **the User Guide supporting document**, outlining approval routes.

You can add up to 20 approvers to a requisition. When you have identified the relevant approvers from the list, click the checkbox to the left of their name and click **Add/Update Approvers.** When all relevant approvers have been added, you can re-order the sequence to reflect the order that you require approval.

Please ensure you add your Resourcing Team as your approver or final approver. This will ensure that the recruiter receives an approval notification and can begin working on your advert. If you do not do this, there may be a delay in your advert being processed.

Verify that this field is also populated with the relevant Resourcing Team. If no data is displayed in this field, use the selector button to assist you with populating this field.

Add a comment for your approver and click **submit for approval.**

You will then be returned to the requisition where the Status in the summary card will be updated to **Pending – to be approved**

To return to your requisition list press the **back to requisition list** button. Alternatively, you can use the other arrows to view other requisitions you own or assist with.

Terminating an Approval Path

If you need to remove a previously selected approver from a requisition, you will need to terminate the full approval path and then resend the requisition for approval. To do this, click **More Actions** and select **Terminate Approval Process.**

This pop up will display. It is best practice to add a comment with the reason you have terminated the approval pathway. When you have done this, click **Terminate approval process**.

You will be returned to the requisition where the status in the summary card will be updated to **Approval Process Terminated.**

This action will be logged in the **History** tab

You can now re-send the requisition for approval.

Modifying Approval Process

Should you wish to add additional approvers to a requisition that has already been sent for approval, there are two different ways to modify the process. You can either click the **Modify Approval Process link** or from the **More Actions** drop down menu, select **Modify Approval Process**.

The approvals page is displayed. Click **Add Approvers** to display the approver list.

Use the check box beside the relevant approver to add them to the approval list. Click **Add/update Approvers** button. When you have added all additional approvers, add a comment to the **reason for modifying the approvals process** box and click **save and close.**

Note that you will be unable to delete or edit the order of any approvers previously selected to approve a requisition. To do this, you will need to terminate the full approval pathway and restart the approval process.

When you have added additional approvers, you will return to the Approvals tab where the updated approver path will be listed.

Sending an approval reminder

The system will automatically send approval reminders to selected approvers every 7 days until the approver either approves or rejects the requisition.