

Approving Requisitions – Quick Reference

As an Authorizer you may receive e-mails from PeopleSoft requesting your approval of a new job requisition. *Neuhrprd* will be the sender of the system's e-mail, once you receive this e-mail please follow the instructions below.

Important- Please note: if you do not approve the requisition, it will not continue on in the system and will NOT post to the NU Job Opportunities webpage.

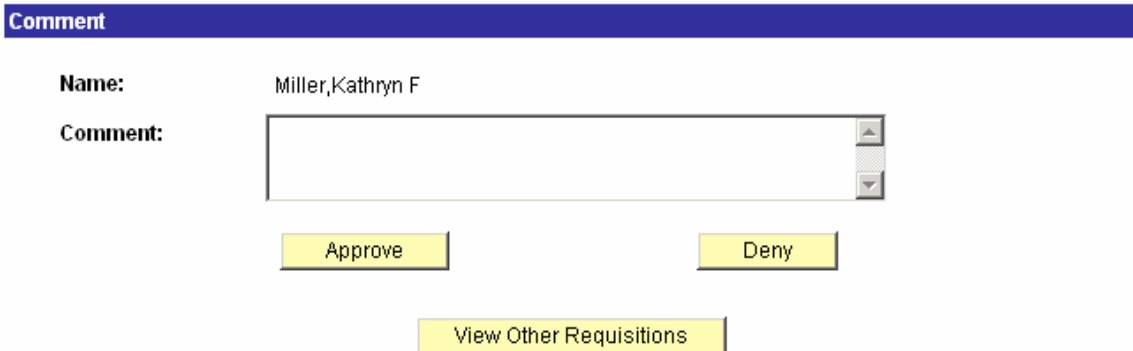
System Instructions

1. In the e-mail that you receive, there is a link to the PeopleSoft page where you will approve the requisition. Click on this link.
2. Sign into PeopleSoft with your Username and Password.
(If you do not know your Username or Password, please contact HRM at x2230)
3. A summary page will appear; review the requisition information. You can do this by scrolling up and down on the page that appears.

If you have any questions or concerns about information in the Requisition, please contact the person listed as the Key Contact.

4. To Approve or Deny the Requisition, simply click on either “**Approve**” or “**Deny**”. You may add a comment for HRM Employment to view if you choose.

Example



Comment

Name: Miller, Kathryn F

Comment:

- a. If you **Approve** - You will be taken to a Confirmation page that will acknowledge your transaction. Click the OK button.
- b. If you **Deny** - The requisition is immediately terminated and will never be posted. The Key Contact will need to start the requisition process all over again. If you find a discrepancy in the requisition that you feel needs correction, please contact the Key Contact and have them make any necessary corrections. After the Key Contact has updated the requisition, a new e-mail will be sent to you with an updated summary page. You can then approve the updated Requisition.

Congratulations! You have successfully completed approving a requisition!