



OLD DOMINION
UNIVERSITY

PAPERS7 User Guide



CLASSIFIED/HOURLY

APPROVING POSTINGS

Budget Unit Director

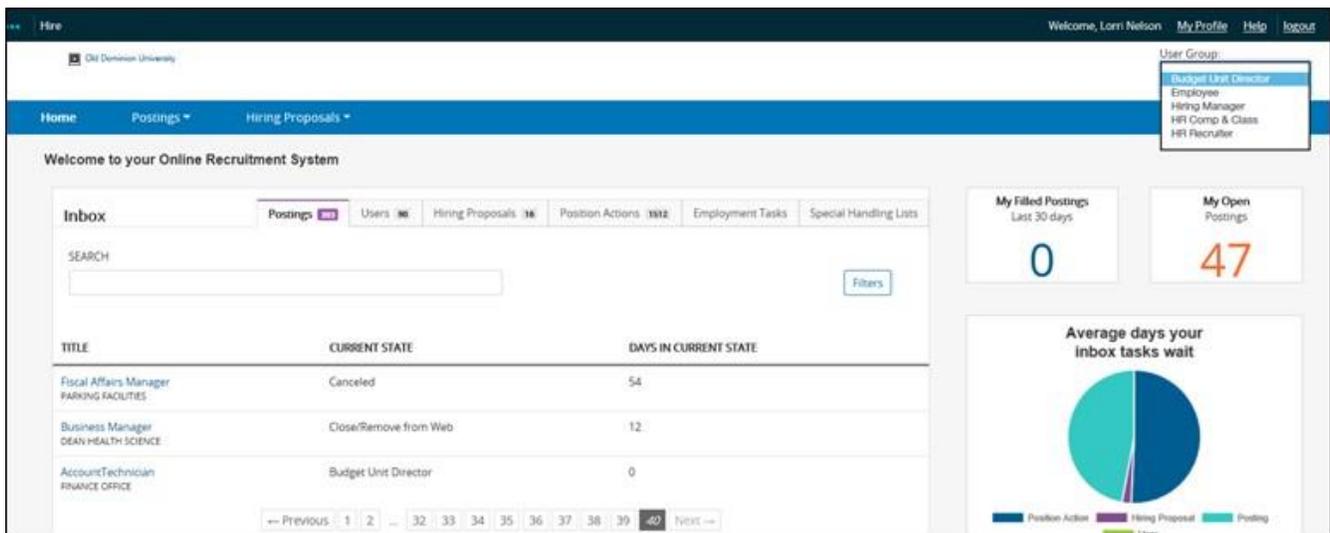
Department of Human Resources
September 2019

Approving a Posting - Budget Unit Director (BUD)

Budget Unit Director (BUD) must review proposed job posting for accuracy (correct salary information, Budget Code, etc.) and approve the posting before it can be submitted to Human Resources (HR) for posting to the job site.

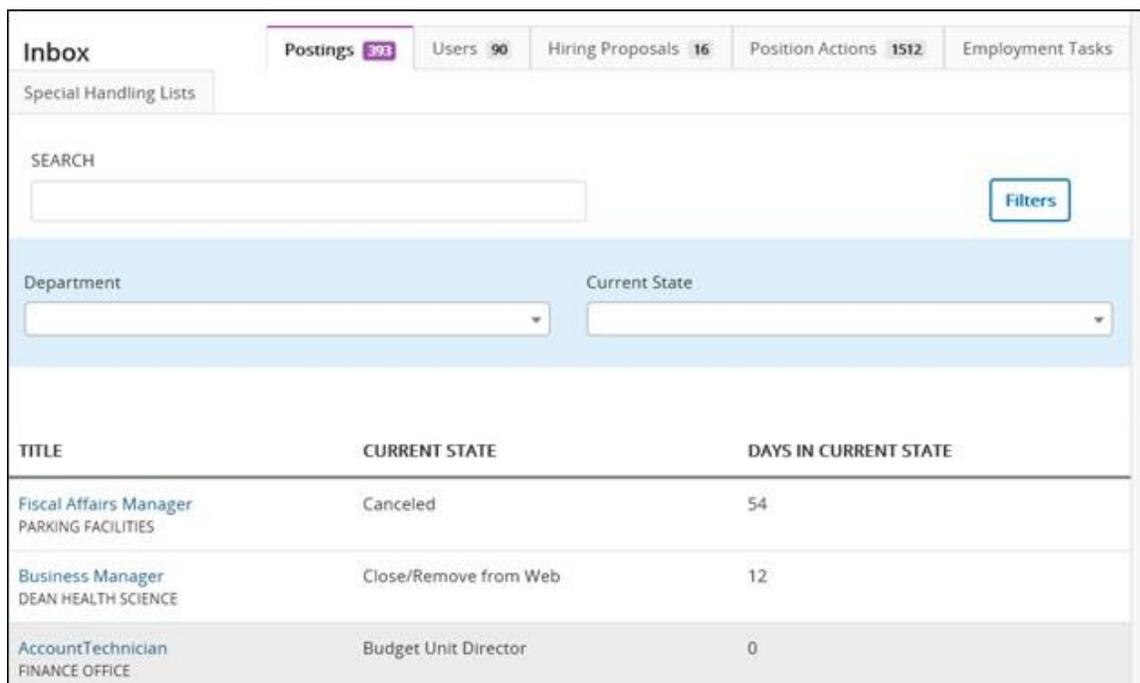
BUD will review, complete, or edit the posting for budget and funding allocation to ensure adequate funding exists for the requested salary.

1. Once successfully logged into the system and in the Hire module, verify user group is Budget Unit Director. If not, select Budget Unit Director from the drop-down menu.



The screenshot shows the 'Hire' module interface. At the top right, the user is logged in as 'Lori Nelson'. A 'User Group' dropdown menu is open, showing the following options: Budget Unit Director (selected), Employee, Hiring Manager, HR Comp & Class, and HR Recruiter. The main dashboard area includes a navigation bar with 'Home', 'Postings', and 'Hiring Proposals'. Below this is a 'Welcome to your Online Recruitment System' message. The 'Inbox' section is active, showing a search bar and a table of tasks. The table has columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. The tasks listed are: 'Fiscal Affairs Manager PARKING FACILITIES' (Canceled, 54 days), 'Business Manager DEAN HEALTH SCIENCE' (Close/Remove from Web, 12 days), and 'AccountTechnician FINANCE OFFICE' (Budget Unit Director, 0 days). On the right side, there are two summary cards: 'My Filled Postings Last 30 days' with a value of 0, and 'My Open Postings' with a value of 47. Below these is a pie chart titled 'Average days your inbox tasks wait' with a legend for Position Action, Hiring Proposal, and Posting.

2. In the middle of your screen is your **Inbox**. Click on the job title of the posting you need to approve.



This is a close-up view of the 'Inbox' section. At the top, there are navigation tabs for 'Postings' (393), 'Users' (90), 'Hiring Proposals' (16), 'Position Actions' (1512), and 'Employment Tasks'. Below the tabs is a 'Special Handling Lists' section. A search bar is present with a 'Filters' button. Below the search bar are two dropdown menus: 'Department' and 'Current State'. The main part of the screen is a table with the following data:

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Fiscal Affairs Manager PARKING FACILITIES	Canceled	54
Business Manager DEAN HEALTH SCIENCE	Close/Remove from Web	12
AccountTechnician FINANCE OFFICE	Budget Unit Director	0

3. The posting summary of the job will appear for review. Click on **Edit** next to the position title to make any changes to the posting.

Postings / Staff / AccountTechnician (Budget Unit Director) / Summary

Posting: AccountTechnician (Staff) [Edit](#)

Current Status: Budget Unit Director

Position Type: Staff
Department: FINANCE OFFICE (1CL00)

Created by: Lorri Nelson
Owner: Budget Unit Director : Lorri Nelson

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

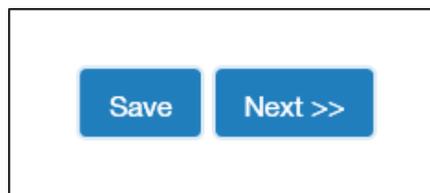
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✔ Posting Details [Edit](#)

Position Information

HR Recruiter	
Working Title	AccountTechnician
Role Title	Admin and Office Spec III
Role Code	19013
Pay Band	03

4. Clicking on the **Save** button will save information on each individual screen, and by clicking on the **Next** button, the information will save as well as you move through the Posting Details, Advertising Publications, Supplemental Questions and Posting Documents screens. When the information has been verified, click the Next button to continue.



5. Once all the edits have been made, you will be returned to the Posting Summary screen where you can view the posting in its entirety.

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 orange **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 HM)** will send the posting back to the Hiring Manager.

Posting: Account Technician (Staff) Edit

Current Status: Budget Unit Director

Position Type: Staff Created by: Lorri Nelson

Department: FINANCE OFFICE (1CL00) Owner: Budget Unit Director : Lorri Nelson

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Posting Details Edit

Position Information

HR Recruiter	
Working Title	Account Technician
Role Title	Admin and Office Spec III

6. This will open a **Take Action** dialogue box. Here you can add comments for the HR Recruiter or HM to review information related to the posting.

Take Action

Review HR Recruiter (move to HR Recruiter)

Comments (optional)

Posting approved.
Please process accordingly. |

Submit Cancel

The comment(s) will become a permanent part of the posting record. They cannot be edited or removed once they've been added. The comments are viewable under the **History** link, and are viewable by all parties associated with this posting.

Posting: Account Technician (Staff)

Current Status: HR Recruiter

Position Type: Staff
Department: FINANCE OFFICE (1CL00)

Created by: Lorri Nelson
Owner: HR Recruiter

★ See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Add to Watch List

Summary | **History** | Applicants | Reports | Hiring Proposals | Associated Position Description

Workflow | Notes | Emails

Email Sent September 10, 2019 at 03:17 PM
"Job Posting Status Change " sent to 1 user

Performed "Review HR Recruiter" Lorri Nelson (Budget Unit Director)
September 10, 2019 at 03:17 PM
Posting status changed to "HR Recruiter". It has been in this state for 0 hours.
Posting approved. Please process accordingly.