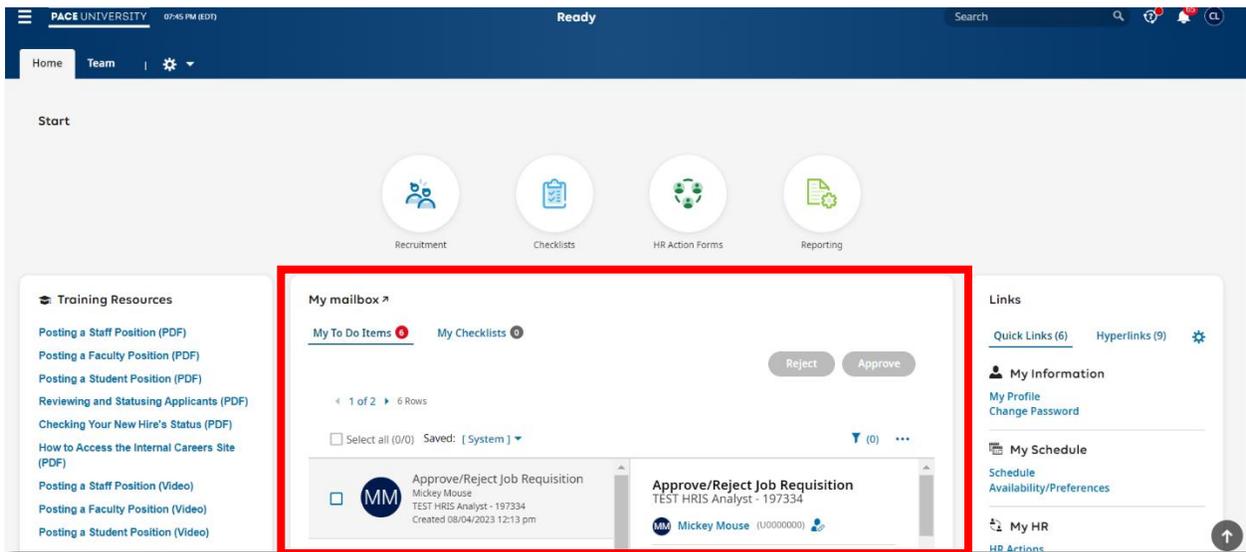


Approving a Posting in UKG Ready:

This training document is intended for Budget Reps and other approvers to learn how to review and approve actions within UKG Ready.

To begin, login to **Pace Portal** and under the Staff tab, click on the **“UKG Ready: for Hiring Managers”** link in the Manager Resources section.

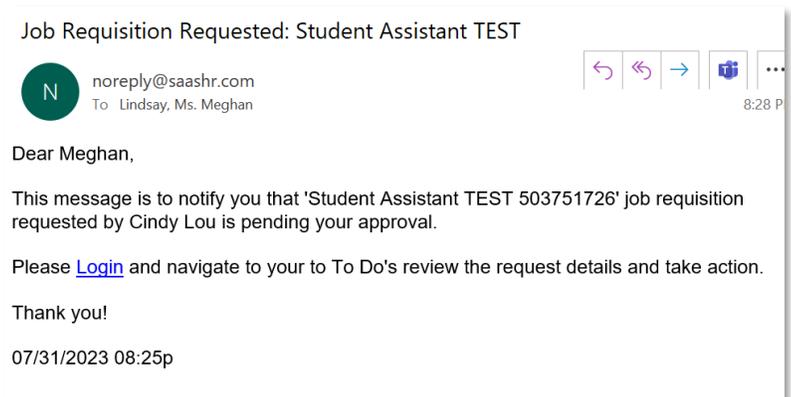
Once logged in, go to **“My Mailbox”** located on your dashboard. This will show your available actions requiring attention:



PLEASE NOTE: **“My Mailbox”** can also be accessed via the bell icon in the upper right corner.

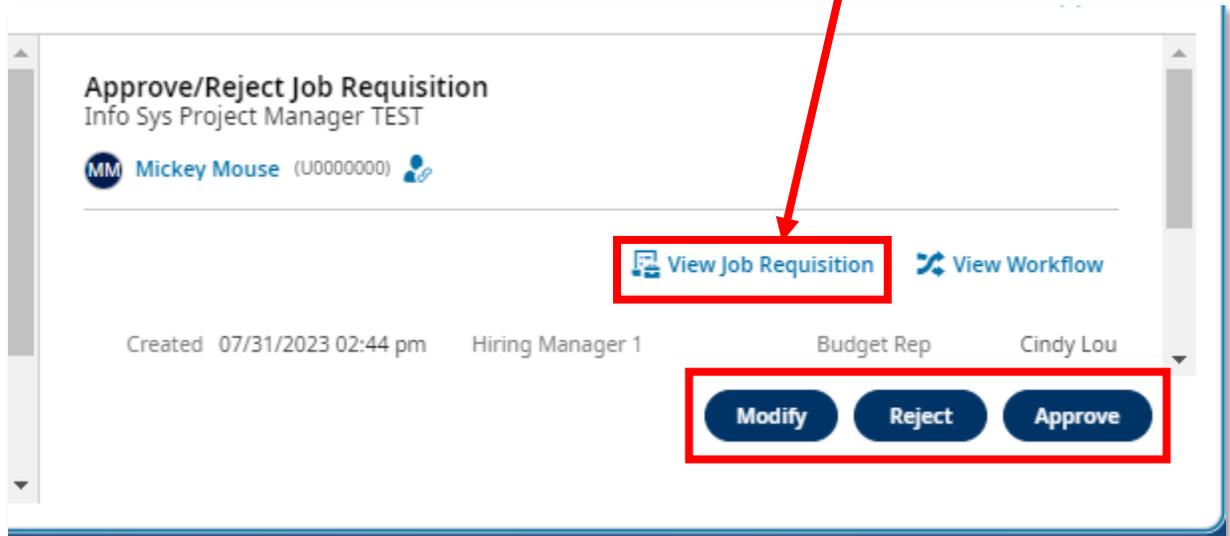


You will also receive an email notification that looks like the following when items are available for your review/approval:

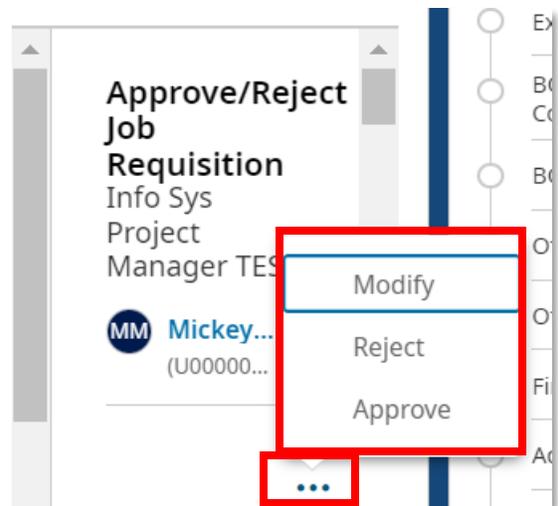


In “My Mailbox” you will see a “**Modify**,” “**Reject**,” and “**Approve**” button.

When clicking on “**View Job Requisition**” it will bring up a Read Only version of the posting. You will **NOT** be able to edit.



VERY IMPORTANT: If you are working on a smaller screen, your view may look like the following. To see the above actions, click on the three dots to open the menu:



Whether it is via a button or option on your menu, click on one of the following options to complete the review process:

Modify- allows you to edit the posting before approving.

Reject- allows you to return the posting to the manager for correction. You will have the opportunity to write a note to them before finalizing the action.

Approve- approves the posting and sends it to the next step in the workflow.