

## 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:

PACE UNIVERSITY 07:45 PM (EDT)	Ready		Search Q 😯 💒 (Q)
Home Team   🔆 🔫			
Start			
	Recruitment Checklists	HR Action Forms Reporting	
Training Resources Posting a Staff Position (PDF)	My mailbox >		Links
Posting a Faculty Position (PDF) Posting a Student Position (PDF) Reviewing and Statusing Applicants (PDF)	< 1 of 2 + 6 Roas	Reject Approve	My Information
Checking Your New Hire's Status (PDF) How to Access the Internal Careers Site (PDF)	Select all (0/0) Saved: [System]	<b>T</b> (0) ····	Change Password
Posting a Staff Position (Video) Posting a Faculty Position (Video) Posting a Student Position (Video)	Approve/Reject Job Requisition Mickly Mouse TEST HRIS Analyst - 197334 Created 08/04/2023 12:13 pm	Approve/Reject Job Requisition TEST HRIS Analyst - 197334	Schedule Availability/Preferences
Posting a Student Position (Video)	created vor/04/2023 12:13 pm	Mickey Mouse (U0000000) 🧞	C My HR

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:

 $\underbrace{ N }_{\text{To Lindsay, Ms. Meghan} } \underbrace{ 5 }_{\text{Starsen}} \underbrace{ 5 }_$ 

Job Requisition Requested: Student Assistant TEST

This message is to notify you that 'Student Assistant TEST 503751726' job requisition requested by Cindy Lou is pending your approval.

Please Login and navigate to your to To Do's review the request details and take action.

Thank you!

07/31/2023 08:25p



n " <b>My Mailbox</b> " you will see a " <b>Modify</b> ," " <b>Re</b> ' <b>Approve</b> " button.	•ject," and When clicking on "View Job Requisition" it will bring up a Read Only version of the posting. You will <u>NOT</u> be able to edit.
Approve/Reject Job Requisition Info Sys Project Manager TEST Mickey Mouse (U0000000)	
Created 07/31/2023 02:44 pm Hiring	View Job Requisition       X View Workflow         Manager 1       Budget Rep       Cindy Lou         Modify       Reject       Approve
•	

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:

Approve/Reject Job Requisition Info Sys Project			E) B( C( B(
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Mickey (U00000	Reject		0
	Approve		Fil
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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.