

Approving Requisitions in AppliTrack

The paper personnel request is being replaced with the AppliTrack requisition system

Instead of signing the paper personnel request, principals, other hiring managers, budget authorities and HR Offices will approve requisitions online.

When an requisition is submitted with you as an approver, you will receive an e-mail when your approval is pending:

Pending Approval - AppliTrack Requisition #570 - TESTING ONLY

mailbot@applitrack.com

Sent: Thu 2/13/2014 11:10 AM

To: Carl Walker

Hello Principal Altura,

Requisition #570 - TESTING ONLY at Human Resources Division is pending your approval. To review this requisition, from the "Job Postings" section in AppliTrack do the following:

1. Click the "Requisition Inbox" link on the left.
2. Select the requisition from the list.

Login here: <https://www.applitrack.com/aurorak12/adminsignin.aspx?reqid=570>



Click on the link in the e-mail and you will be taken to the login screen.

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Upcoming Webinars:

Tuesday, February 18 2014

- [Training: AppliTrack 101 for Principals and Hiring Supervisors](#)
- [Training: AppliTrack 201 for Principals and Hiring Supervisors](#)

Wednesday, February 19 2014

- [Training: Guided Setup of AppliTrack](#)

Wednesday, February 26 2014

- [Training: Guided Setup of AppliTrack](#)
- [Training: "Quick and Correct: Posting jobs with requisitions"](#)

➤ [View Entire Schedule](#)

Enter Your UserID And Password To Begin:

User ID [Forgot UserID](#)

Password [Forgot Password](#)

Remember Me

Click to Sign In

Log in with your User ID (EX: Principal Altura) and Password.

You will be taken directly to the requisition.

Requisition
Edit/Create your Requisition below.

Main
Approval Process

Title
Tip: Be as descriptive as possible in less than five words.

Location

Requisition

Date vacancy will occur:

Full GL Code (Not QuickCode):

Reports To:

Reason for vacancy:

If other, explain:

Name of employee currently in this position:

Assignment Type:

Full time Part time

Indicate FTE and/or hours per day and days per year:

Assignment Tenure:

Permanent Temporary

If temporary, indicate the end date:

Preview

Click Preview to view a draft of the posting. Note that any information entered on the Main tab will not show on the Preview. HR will add any information needed from the Main tab before the posting goes live.

You can see the progress of the workflow of approvers by accessing the Approval Process tab.

Requisition
Edit/Create your Requisition below.

Approve Requisition Deny Requisition

Main Approval Process

Assign Approvers

This requisition was submitted by **Test Principal**. Assign the approvers in the order that they should review this requisition.

Approvers	Approvers	Status	Status Date	Comments
1.	Principal Altura	Approved	2/13/2014 12:19:18 PM CST	TEST ONLY Approved by Principal Altura
2.	Office Grants	Pending notify	2/13/2014 12:19:18 PM CST	
3.	Licensed Elementary Office - Christine		CST	
4.				
5.				

Assign Final Approver

A Final Approver selection is required. The Final Approver is responsible for the management of the job posting – ensuring technical and visual accuracy of information in the posting for applicants. The Final Approver is typically *not* the highest authority in the organization.

Final Approver	Status	Status Date	Comments
Licensed Elementary Office - Christine		CST	

If everything looks correct, you can use the Approve Requisition button.

If you must Deny the requisition, please leave a comment as to why and then work with the person who first submitted the requisition (Test Principal in this screenshot). The person who submitted may be able to make corrections and resubmit or can delete the requisition altogether.

Once the Final Approver approves, the requisition will be scheduled to go live as a job posting on AppliTrack.

After approving (or denying) you can close the browser window.