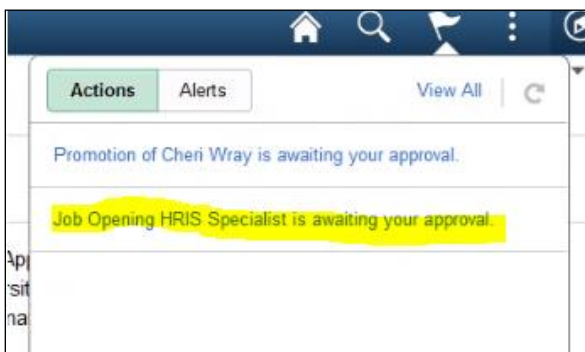


## How to Approve Job Opening

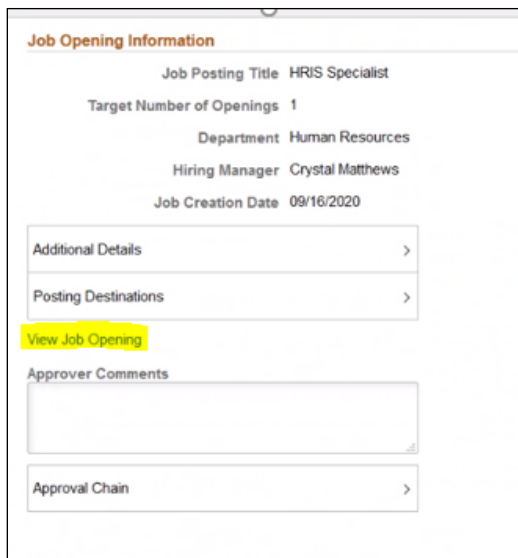
1. Log into OneUSG (Employee Self Service)
2. There should be a notification in the flag on the top right hand corner.



3. Click on the flag and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.



4. Click on "View Job Opening" on bottom left.



**Job Opening Information**

Job Posting Title HRIS Specialist  
Target Number of Openings 1  
Department Human Resources  
Hiring Manager Crystal Matthews  
Job Creation Date 09/16/2020

Additional Details >  
Posting Destinations >  
**View Job Opening**  
Approver Comments  
Approval Chain >

5. Click on Job Posting.

**Manage Job Opening**

Save | Recruiting Home | Search Job Openings | Create New | Clone | Add Note | Print Job Opening

Job Opening ID 220132  
Job Posting Title HRIS Specialist  
Job Code 647X02 (HRIS Specialist)  
Position Number 10044597 (HRIS Specialist)

Status 006 Pending Approval  
Business Unit 53000 (University of North Georgia)  
Department 4011000 (Human Resources)

Activity & Attachments | **Details**

Job Details | Questionnaire | **Job Posting** | Required Attachments | Hiring Team | Approvals

6. Click on the job posting title to review job summary, duties, and qualifications.

Job Postings ?

Postings	Primary Posting Title		
HRIS Specialist	<input checked="" type="checkbox"/>		

7. Click on Activity & Attachments tab to see Budget information.

**Activity & Attachments** | Details

**Job History** ?

Date	Subject
10/28/2020	006 Pending Approval
10/28/2020	005 Draft

**Searches** ?

No searches are related to this Job Opening.

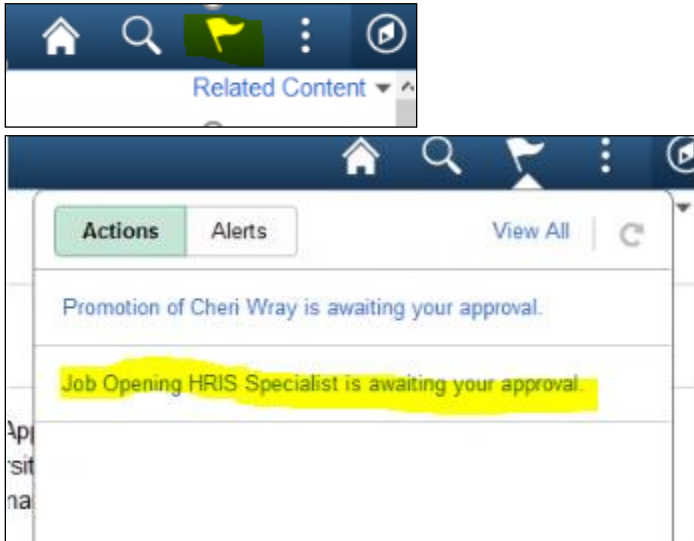
**Notes**

**Subject**

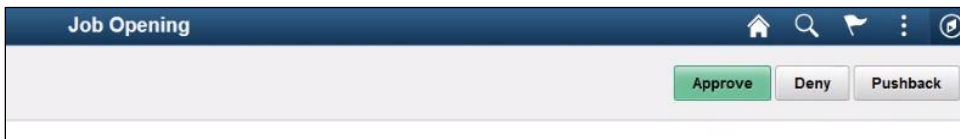
Budget Amount: \$49,089

Budget Account String: 10000 4013000 17800 11000

- To get back to the approval page, click the flag and notification link again to go back to the job opening approval page.



- To approve, deny, or pushback job opening use the buttons in the top right-hand corner.



#### Accessibility Statement

If you need this form in an additional format, reach out to Michael McLeod - 706.864.1440