Job Aid for Executive Approvers:
Approving Job Requisitions in Workday

How to Approve Requisitions in Workday

Summary Steps

1. Log in to Workday.
2. In your Workday Inbox, click on the Job Requisition task.
3. Review Job Requisition Details (on the right-hand side of the screen).
4. Scroll down to ensure you review the entire Job Requisition. Pay special attention to the Justification field as it now contains the information to support one or more of the hiring criteria:
   a. The requested position is necessary for health, safety, or security reasons
   b. The requested position has a direct impact to revenue or grant funding
   c. Not filling the requested position would create a significant inability to meet student needs without other viable options
5. Click the Approve button at the bottom of the screen to complete or
6. Send Back, choosing the HR Liaison and providing further instructions.

Questions may be emailed:

- Texas A&M employees: jobs@tamu.edu
- A&M Health employees: hschr@tamu.edu

Detailed Process (with screen shots on pages 2 & 3)

1. Log in to Workday.
2. Go to your Workday Inbox.
3. Click on the task for the Job Requisition needing approval (see red arrow in screenshot below).

   Job Requisition:  R-0XXXXX Job Title

   (time sent – Due date; Effective (date)

   On the right-hand side of the screen, you will see information for your Review (see green arrow in screenshot below).
In the **Review** area, scroll down to find **Justification**, which is under **Job Details**. Does the **Justification** meet the eligibility criteria? Is this position’s function essential to meet the mission of Texas A&M? If yes, proceed to step 4.
4. Review the remainder of the job requisition details.
   a. To approve the job requisition, click the blue **Approve** button.
   b. To request revisions to the job requisition, click the **Send Back** button. Then, select the Initiator of the job requisition (Initiator Name – **Revise Create Job Requisition**) – see red arrow in the screenshot below. Also, add your reason for returning – see green arrow in the screenshot below. Then, press **Submit**.