



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).

Inbox

Actions Archive

Viewing: All Sort By: Newest

Job Requisition: R-041393 Human Resources Advisor II
Requires your attention as information has been changed
1 minute(s) ago - Due 09/03/2021; Effective 09/01/2021

Review

1 minute(s) ago - Due 09/03/2021; Effective 09/01/2021

Start

Details

Supervisory Org
02120006 Human Resources (Rita Bowden)

Position
M39315 Human Resources Advisor II - Michelle Moreno

Worker Type
Employee

Recruiting Information

Recruiting Details

Approve Send Back

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.

Job Requisition: R-041393 Human Resources Advisor II
Requires your attention as information has been changed
2 minute(s) ago - Due 09/03/2021; Effective 09/01/2021

JOB

Job Details

Job Posting Title *
Human Resources Advisor II

Justification *

Criteria 2. Impact on Revenue/Grants (428321-00000): This position is critical to the completion of one of our National Science Foundation grants. Starting next week, we will begin hiring at least 15 and as many as 25 new student workers for our \$2.4 million STEM+C NSF grant. This position provides administration and management of these workers, as well as ensuring that the data gathered both by and about these student workers is completed in a timely and consistent manner. There is not currently anyone available in the research group to provide the full-time oversight this section of the research project requires. Without refilling this position, the grant will be at severe risk of failing to meet its required goals, negatively impacting not only our research for this grant but our ability to continue to procure large grants from the NSF.

Job Profile *
Human Resources Advisor II

Job Description *

Qualifications

Required Education:
High school diploma or GED, or equivalent combination of education and experience.

Required Experience:
Five years of related experience in Human Resources.

Preferred Education:
Bachelor's Degree.

Preferred Experience:
Experience in Form I-9 Employment Eligibility Verification and USCIS E-Verify system.

Required Licenses and Certifications:

Approve Send Back

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**.

