Budget Approvals in ATS

Vice President of Research

Office of Sponsored Programs

Provost

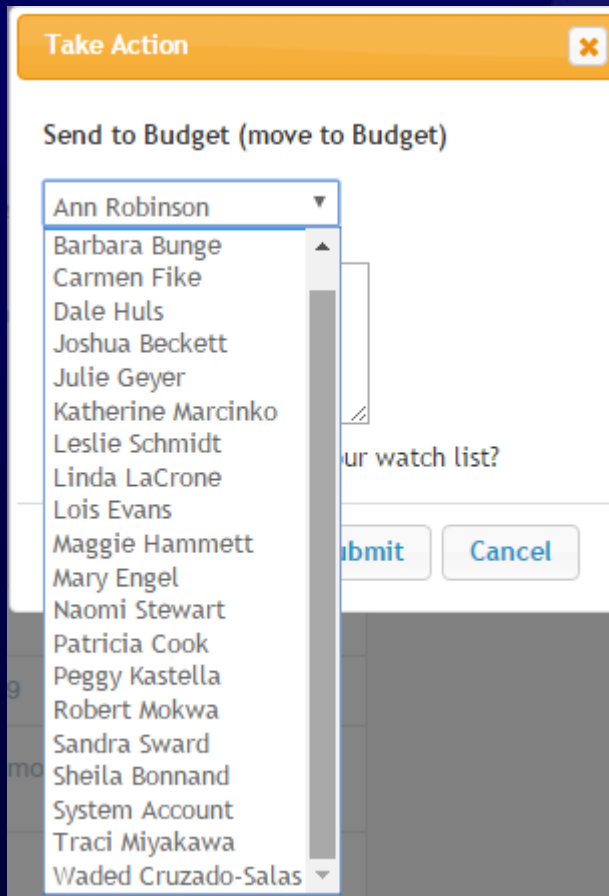President

Originator building New Posting (VA or blue side)

Will have the option to send to Hiring Authority or Budget

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When Selecting Budget

Take Action ✖

Send to Budget (move to Budget)

Ann Robinson ▼

Barbara Bunge
Carmen Fike
Dale Huls
Joshua Beckett
Julie Geyer
Katherine Marcinko
Leslie Schmidt
Linda LaCrone
Lois Evans
Maggie Hammett
Mary Engel
Naomi Stewart
Patricia Cook
Peggy Kastella
Robert Mokwa
Sandra Sward
Sheila Bonnand
System Account
Traci Miyakawa
Waded Cruzado-Salas

ur watch list?

ubmit   Cancel

- Drop down opens up
- Department selects the correct approver
- Currently to Carmen or Dale

Home Page for Budget Users

Welcome to your Online Recruitment System

Inbox ⑥

Displaying items for group "Originator".

Postings (6)	Hiring Proposals (0)	Position Requests (0)
Job Title	Type	Current State	Owner

See more...

- Indicates 6 Postings are in need of action
- Select See More to see with role you need to be in

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Postings Inbox Report

Awaiting Approval Queue
- 1 posting is in Budget
- 1 posting is in Office of Sponsored Programs
- 4 are under VP of Research

Select your correct role to review and approve

Postings | Hiring Proposals | P

Postings Reports

Awaiting Approval (6)

Budget (1)
Employee (0)
Hiring Authority (0)
Office of Sponsored Programs (1)
Originator (0)
Search Committee Member (0)
Search Manager (0)
VP of Research (4)

Access from Home Page

Hover over Actions and select View Posting

To Approve

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Return to Originator (move to Originator)

Return to Hiring Authority (move to Hiring Authority)

Human Resources (move to Human Resources)

Send to VP of Research (move to VP of Research)

Send to Office of Sponsored Programs (move to Office of Sponsored Programs)

Send to new Budget User (move to Budget)

Select :[Next approval level]

Take Action ☒

Return to Hiring Authority (move to Hiring Authority)

Comments (optional)

☐ Add this posting to your watch list?

Submit   Cancel

Add note of approval and any comments or concerns
That the department or Human Resources may need.

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Questions ???

Contact ATSHelpdesk@montana.edu

if your approver is not set up

Thank you!

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