Originator building New Posting (VA or blue side)

Will have the option to send to Hiring Authority or Budget
When Selecting Budget

- 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

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

Hover over Actions and select View Posting

### Postings Awaiting Approval

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associate</td>
<td>Staff</td>
<td>Budget</td>
<td>Budget (Patricia Cook)</td>
<td></td>
</tr>
</tbody>
</table>

### Postings Reports

- **Awaiting Approval (6)**
  - Budget (1)
  - Employee (0)
  - Hiring Authority (0)
  - Office of Sponsored Programs (1)
To Approve

Select : [Next approval level]

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

Contact ATSHelpdesk@montana.edu if your approver is not set up

Thank you!