

Budget Approvals in ATS

Vice President of Research
Office of Sponsored Programs

Provost
President



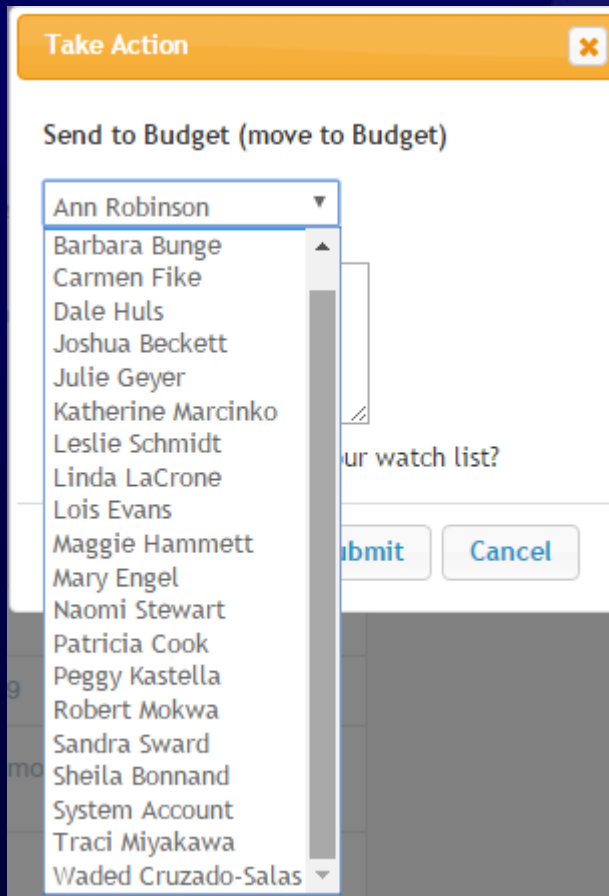
Originator building New Posting (VA or blue side)

The screenshot shows a web application interface for building a new posting. The top navigation bar includes links for Home, Postings, Hiring Proposals, My Profile, and Help. Below the navigation bar, a user notification states "Ann Robinson, you have 0 messages." and the current group is identified as "Originator". The breadcrumb trail reads "Postings / Staff / Research Associate (Draft) / Summary". The main content area displays the title "Posting: Research Associate (Staff)" with an "Edit" link. Below the title, the current status is "Draft". The position type is "Staff" and the department is "Training". The creator is "Ann Robinson" and the owner is also "Ann Robinson". A "Take Action On Posting" dropdown menu is open, showing options: "Keep working on this Posting", "Canceled Search (move to Canceled Search)", "Send to Hiring Authority (move to Hiring Authority)", "Send to Budget (move to Budget)", and "Send to Director/Dept Head (move to Director/Dept Head)". Below the main content area, there are tabs for "Summary", "History", "Settings", and "Hiring Proposals". A message at the bottom of the main content area reads "Please review the details of the posting carefully before continuing."

Will have the option to send to Hiring Authority or Budget



When Selecting Budget



The screenshot shows a 'Take Action' dialog box with a close button (X) in the top right corner. The main heading is 'Send to Budget (move to Budget)'. Below this is a dropdown menu currently displaying 'Ann Robinson'. The dropdown is open, showing a scrollable list of names: 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, and Waded Cruzado-Salas. To the right of the dropdown, there is a text input field with the placeholder text 'your watch list?'. At the bottom of the dialog, there are two buttons: 'Submit' and '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
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[See more...](#)

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



Postings Inbox Report

Postings	Hiring Proposals	F
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)		

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

Patricia Cook, you have 0 messages. Current Group: Budget logout (Patricia Cook)

Postings Inbox Report

Postings | Hiring Proposals | Position Requests

Postings Reports

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

Postings Awaiting Approval

Job Title	Type	Current State	State Owner	Actions
Research Associate	Staff	Budget	Budget (Patricia Cook)	Actions

- GENERAL
- View Posting
- View Applicants

Hover over Actions and select View Posting



To Approve

Select :[Next approval level]

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)

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.



Questions ???

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

Thank you!

