Miami-Dade County

Approve a Job Opening or Position Request in HR - Compensation Job Aid

Version 1.0

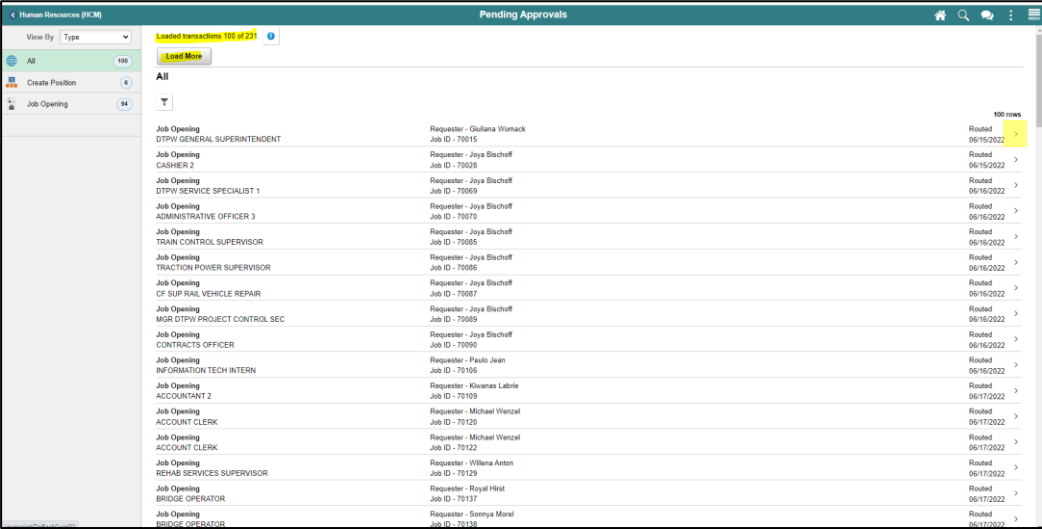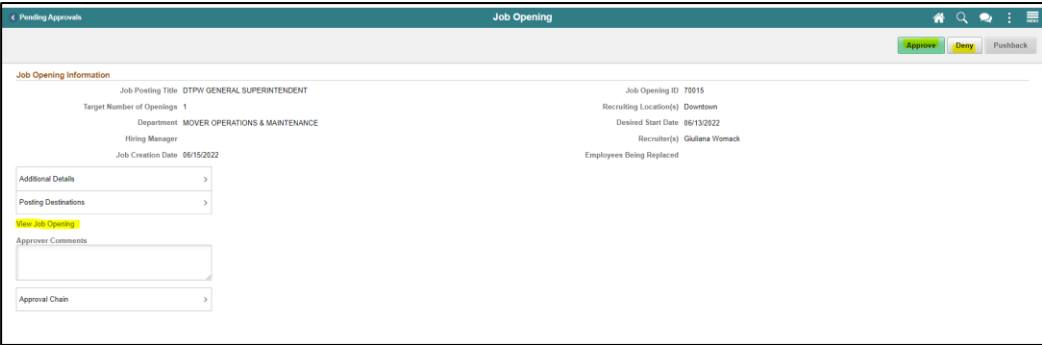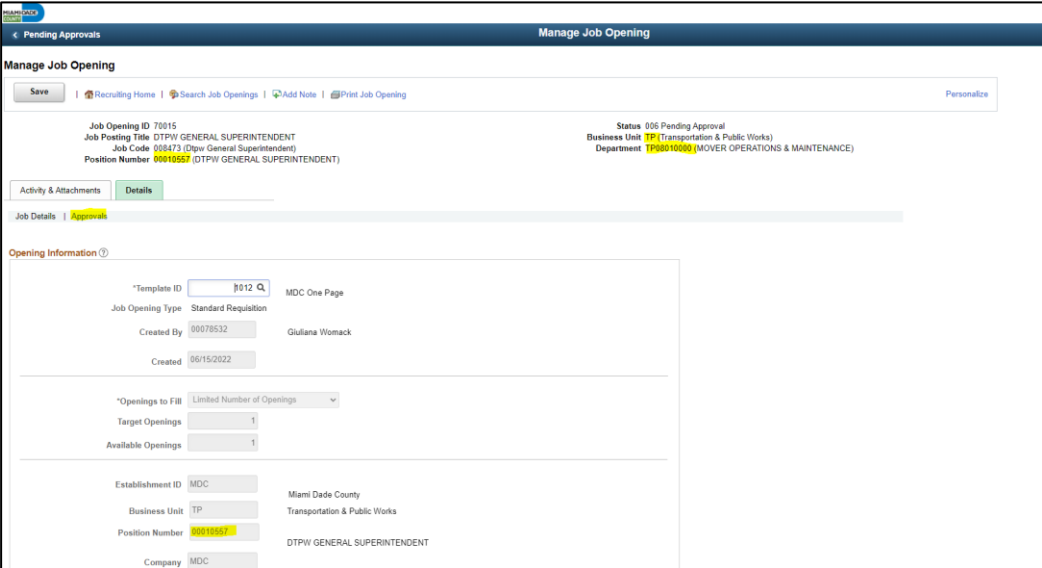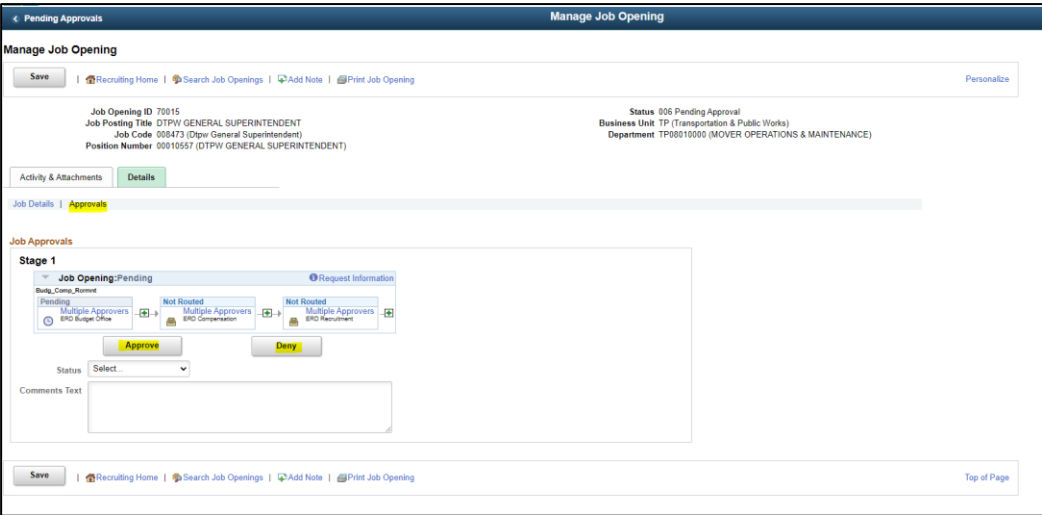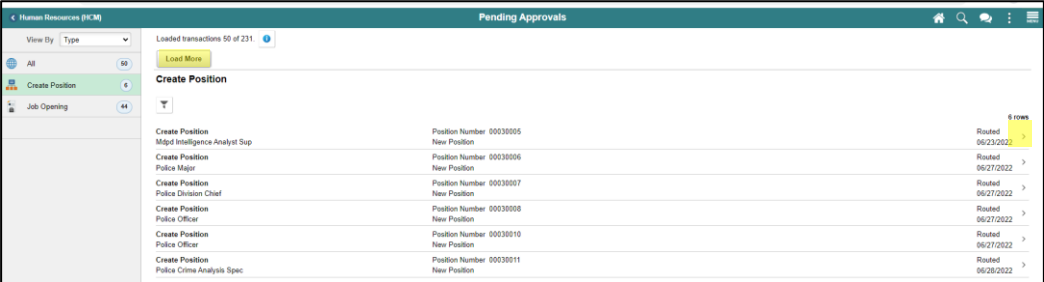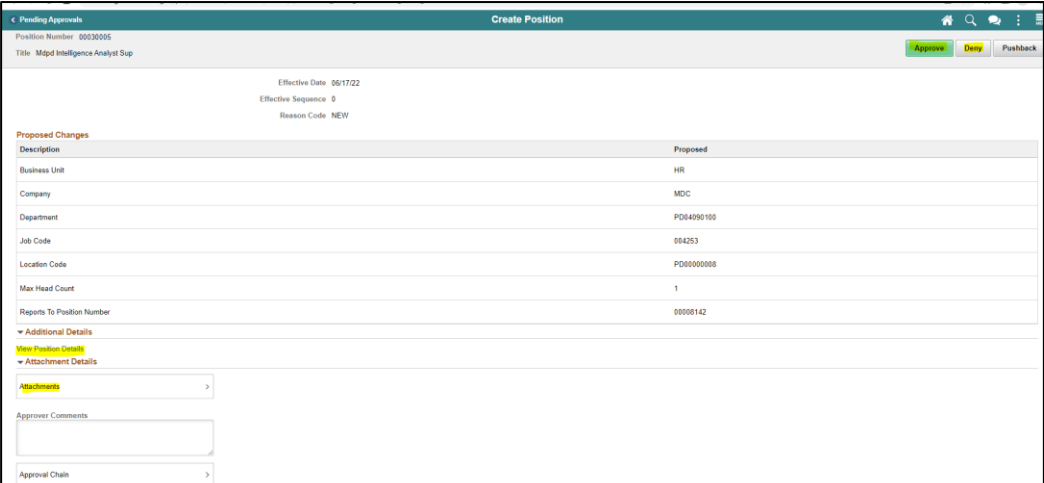# TABLE OF CONTENTS

PURPOSE

Purpose

This document explains the key activities involved in approving a job opening or position request in HR - Compensation. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.
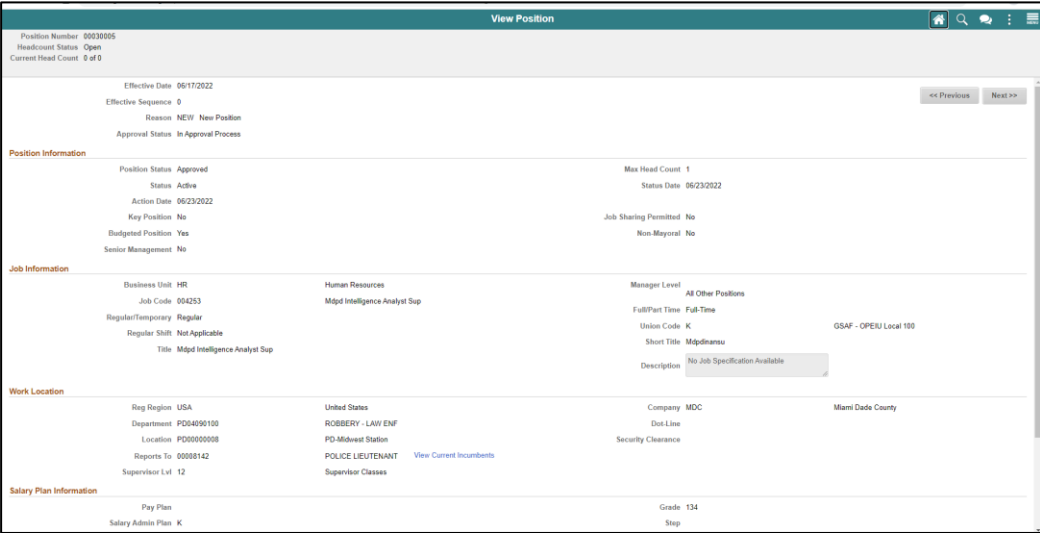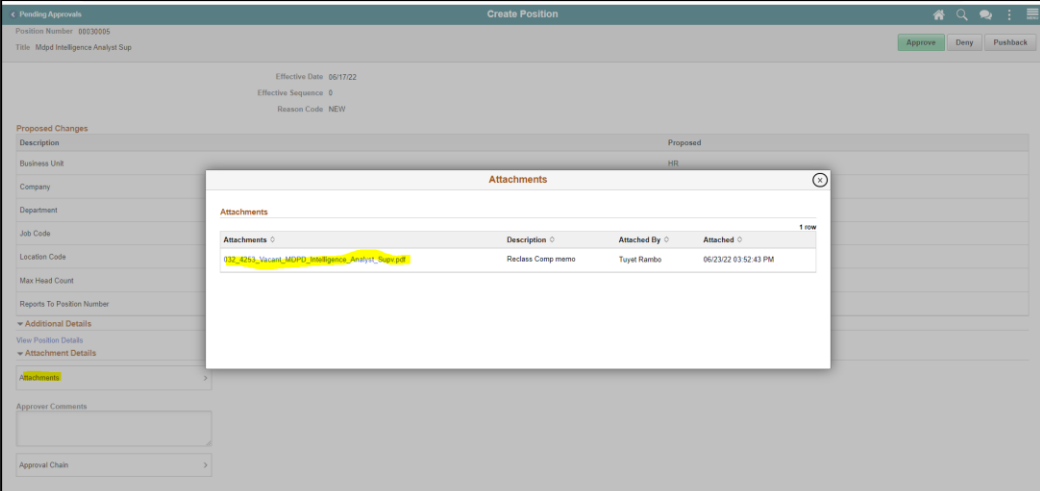
ACTIVITY 1: APPROVE A JOB OPENING IN HR - COMPENSATION

Step	Action
1.	Navigate to: **Human Resources (HCM) > Approvals**
2.	Select the job opening to review. **Note**: Select the **Load More** button to view additional approvals, as applicable.
3.	Select the **Approve** or **Deny** button. **Note**: For additional details, select the **View Job Opening** link.

Step	Action
4.	After selecting the **View Job Opening** link, the Department details and Position Number details are available. Select the **Approvals** link.
5.	Select the **Approve** or **Deny** button.

ACTIVITY 2: APPROVE A NEW POSITION REQUEST IN HR COMPENSATION

Step	Action
1.	Navigate to: **Human Resources (HCM) > Approvals**
2.	Select the position to review. **Note**: Select the **Load More** button to view additional approvals, as applicable.
3.	Select the **Approve** or **Deny** button. **Note**: For additional details, select the **View Position Details** link.

Step	Action
4.	**Note:** A new tab will pop-up to display this page, if a pop-up blocker in place the page will not load. The **Position Request** cannot be approved or denied from the **Position Details** page.
5.	Select the **Attachments** to view applicable attachments.

Step	Action
6.	**Note**: The attachment will display as pop-up in a new window.
7.	Navigate back to the **Approvals** page and select the **Approve** or **Deny** button.