



Miami-Dade County

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

Version 1.0

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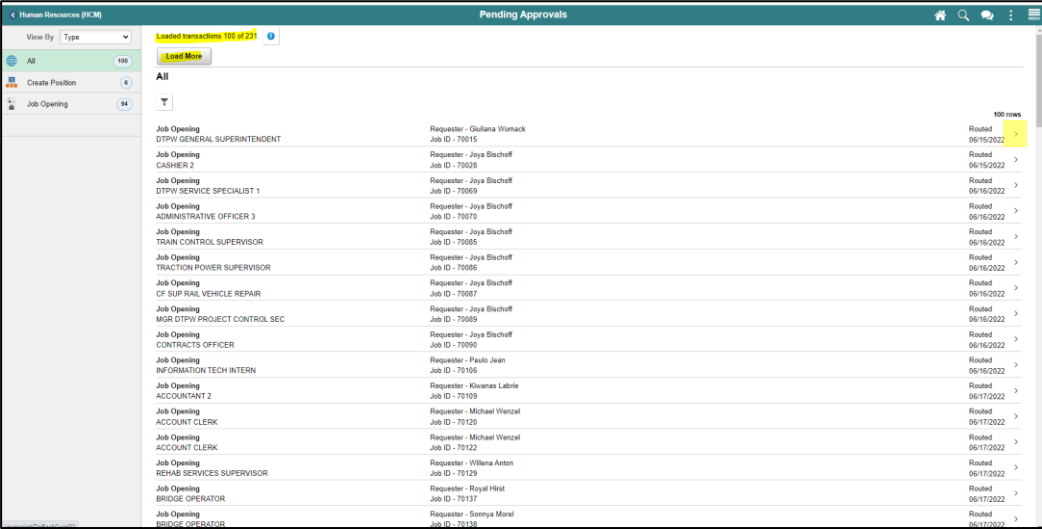
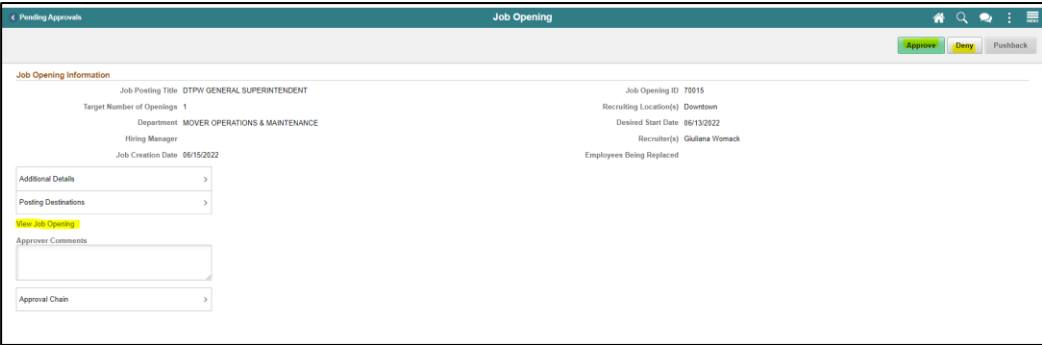
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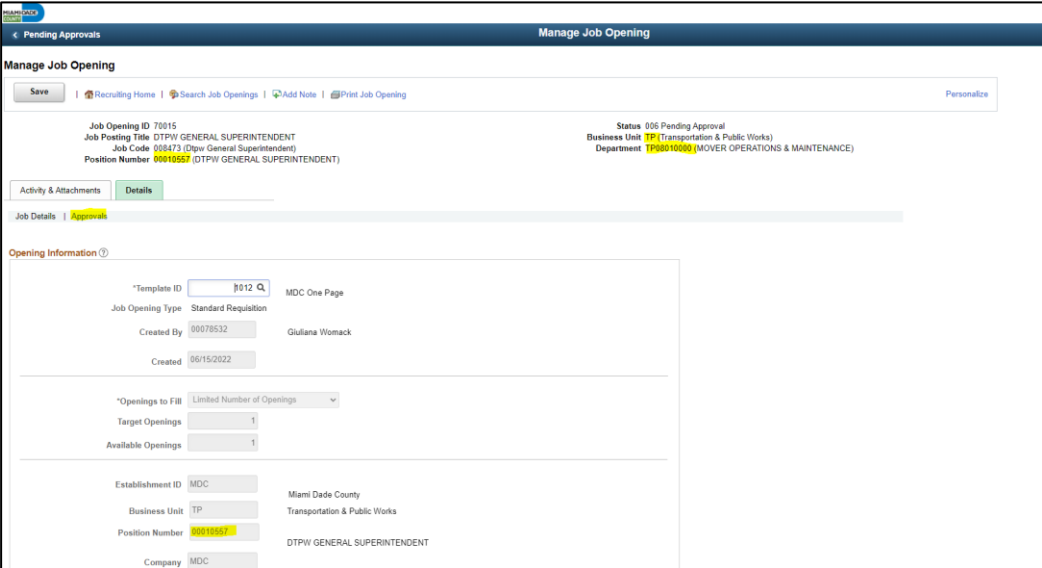
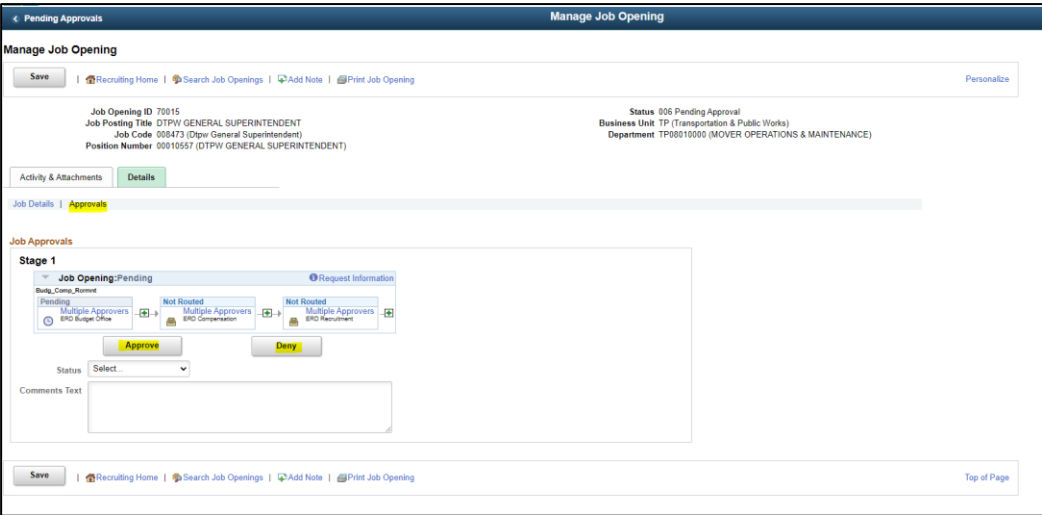
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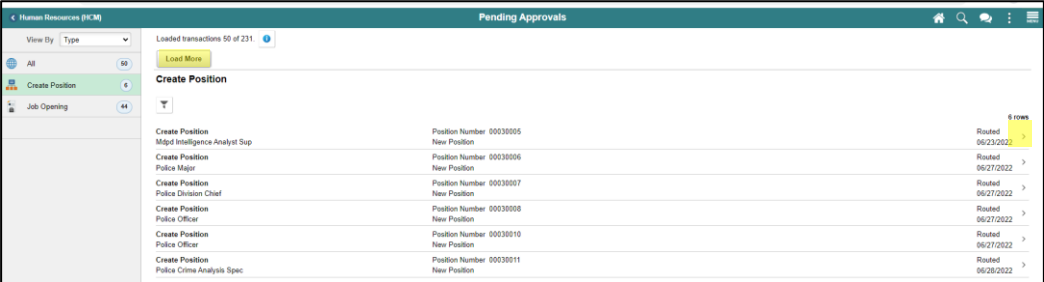
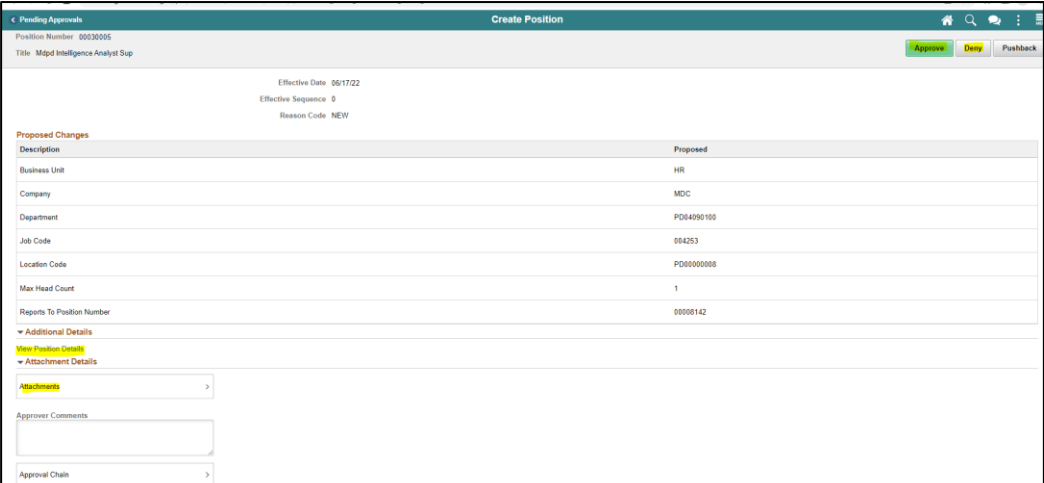
This document explains the key activities involved in approving a job opening or position request in HR - Compensation. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

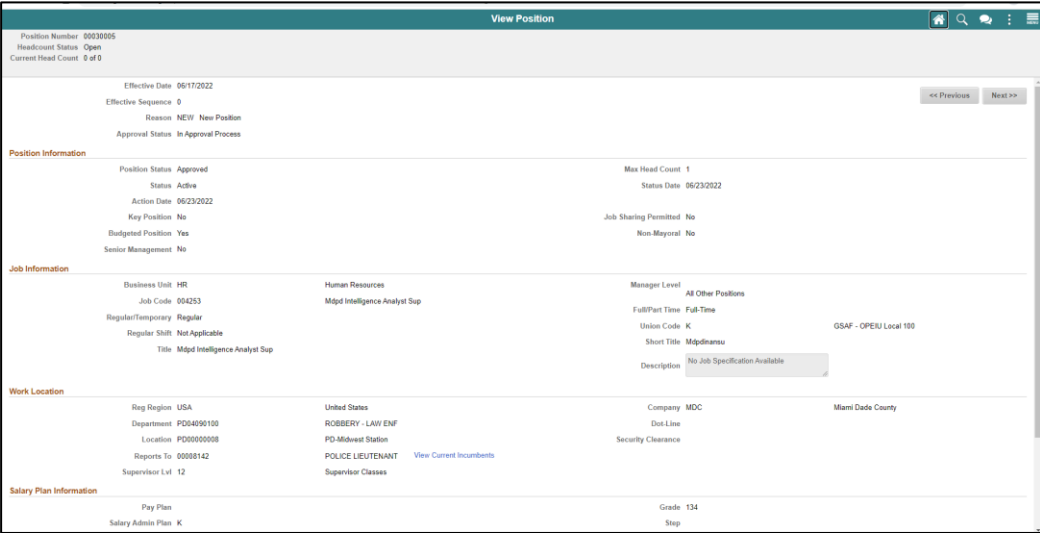
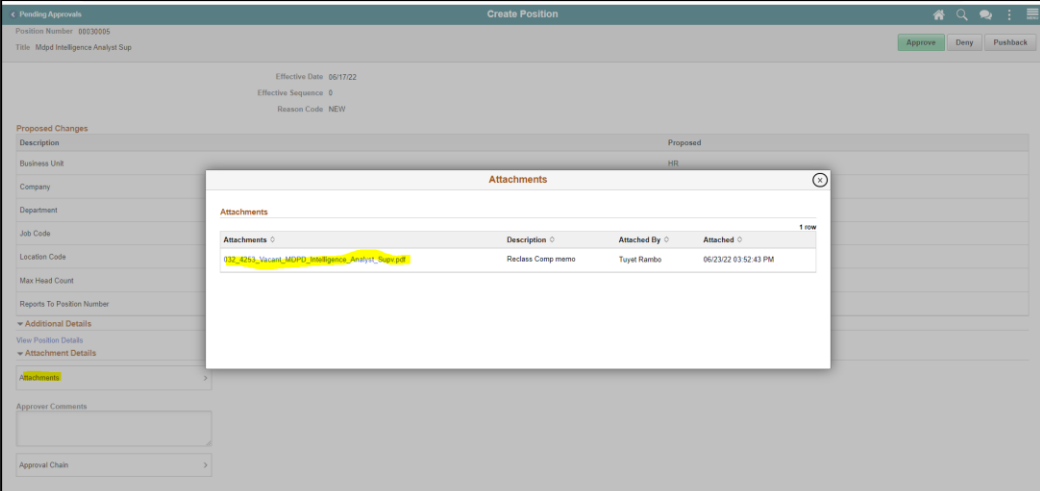
ACTIVITY 1: APPROVE A JOB OPENING IN HR - COMPENSATION

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

Step	Action
4.	<p>After selecting the View Job Opening link, the Department details and Position Number details are available. Select the Approvals link.</p>  <p>The screenshot shows the 'Manage Job Opening' interface. The 'Opening Information' section is expanded, displaying the following details:</p> <ul style="list-style-type: none"> Job Opening ID: 70015 Job Posting Title: DTPW GENERAL SUPERINTENDENT Job Code: 008473 (Dtpw General Superintendent) Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT) Status: 006 Pending Approval Business Unit: TP (Transportation & Public Works) Department: TP08010000 (MOVER OPERATIONS & MAINTENANCE) Job Opening Type: Standard Requisition Created By: 00078532 (Guiliana Womack) Created: 06/15/2022 Establishment ID: MDC (Miami Dade County) Business Unit: TP (Transportation & Public Works) Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT) Company: MDC
5.	<p>Select the Approve or Deny button.</p>  <p>The screenshot shows the 'Manage Job Opening' interface with the 'Job Approvals' section expanded. It displays 'Stage 1' of the approval process for 'Job Opening: Pending'. The interface includes:</p> <ul style="list-style-type: none"> Buttons for 'Approve' and 'Deny'. A 'Status' dropdown menu currently set to 'Select...'. A 'Comments Text' input field. A 'Request Information' link. Navigation options: 'Multiple Approvers' and 'Not Routed' for 'EPD Budget Office', 'EPD Compensation', and 'EPD Recruiters'.

ACTIVITY 2: APPROVE A NEW POSITION REQUEST IN HR COMPENSATION

Step	Action																					
1.	Navigate to: Human Resources (HCM) > Approvals																					
2.	<p>Select the position to review. Note: Select the Load More button to view additional approvals, as applicable.</p>  <p>The screenshot shows the 'Pending Approvals' page in the HCM system. It features a 'Load More' button at the top left. Below it is a table of 'Create Position' requests. Each row includes the position title, position number, and a 'Routed' status with a date and a chevron icon.</p> <table border="1" data-bbox="516 646 1408 806"> <thead> <tr> <th>Create Position</th> <th>Position Number</th> <th>Routed</th> </tr> </thead> <tbody> <tr> <td>Mipd Intelligence Analyst Sup</td> <td>00030005</td> <td>06/23/2022</td> </tr> <tr> <td>Police Major</td> <td>00030006</td> <td>06/27/2022</td> </tr> <tr> <td>Police Division Chief</td> <td>00030007</td> <td>06/27/2022</td> </tr> <tr> <td>Police Officer</td> <td>00030008</td> <td>06/27/2022</td> </tr> <tr> <td>Police Officer</td> <td>00030010</td> <td>06/27/2022</td> </tr> <tr> <td>Police Crime Analysis Spec</td> <td>00030011</td> <td>06/28/2022</td> </tr> </tbody> </table>	Create Position	Position Number	Routed	Mipd Intelligence Analyst Sup	00030005	06/23/2022	Police Major	00030006	06/27/2022	Police Division Chief	00030007	06/27/2022	Police Officer	00030008	06/27/2022	Police Officer	00030010	06/27/2022	Police Crime Analysis Spec	00030011	06/28/2022
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3.	<p>Select the Approve or Deny button. Note: For additional details, select the View Position Details link.</p>  <p>The screenshot shows the 'View Position Details' page for a 'Create Position' request. It displays the position number (00030005) and title ('Mipd Intelligence Analyst Sup'). Below this, it shows 'Proposed Changes' with a table of details. At the bottom, there are sections for 'Attachments', 'Approver Comments', and 'Approval Chain'.</p> <table border="1" data-bbox="386 1052 1408 1234"> <thead> <tr> <th>Description</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>HR</td> </tr> <tr> <td>Company</td> <td>MDC</td> </tr> <tr> <td>Department</td> <td>P084090100</td> </tr> <tr> <td>Job Code</td> <td>084253</td> </tr> <tr> <td>Location Code</td> <td>P080000008</td> </tr> <tr> <td>Max Head Count</td> <td>1</td> </tr> <tr> <td>Reports To Position Number</td> <td>00008142</td> </tr> </tbody> </table>	Description	Proposed	Business Unit	HR	Company	MDC	Department	P084090100	Job Code	084253	Location Code	P080000008	Max Head Count	1	Reports To Position Number	00008142					
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Step	Action
4.	<p>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.</p> 
5.	<p>Select the Attachments to view applicable attachments.</p> 

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