



Miami-Dade County

Approve a Job Opening - Compensation Job Aid

Version 1.0

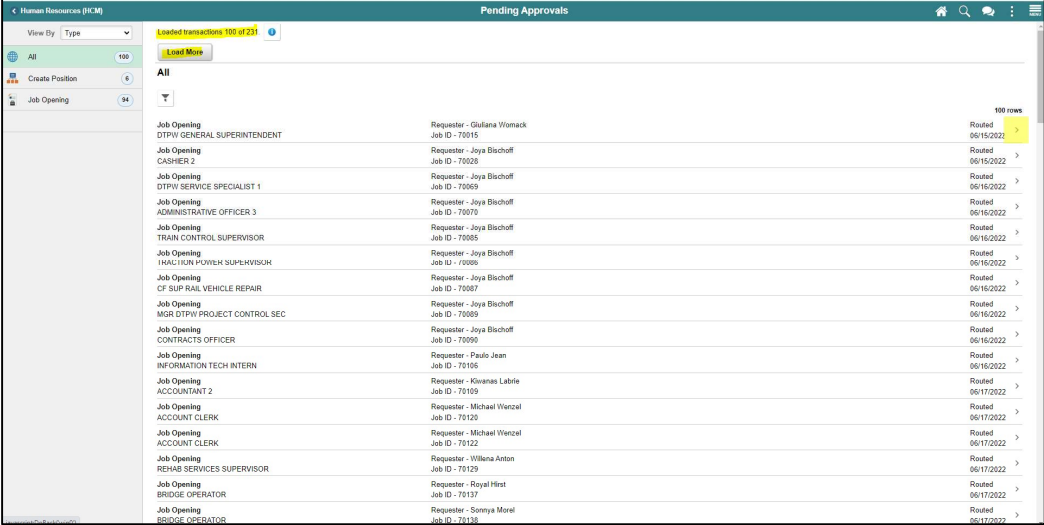
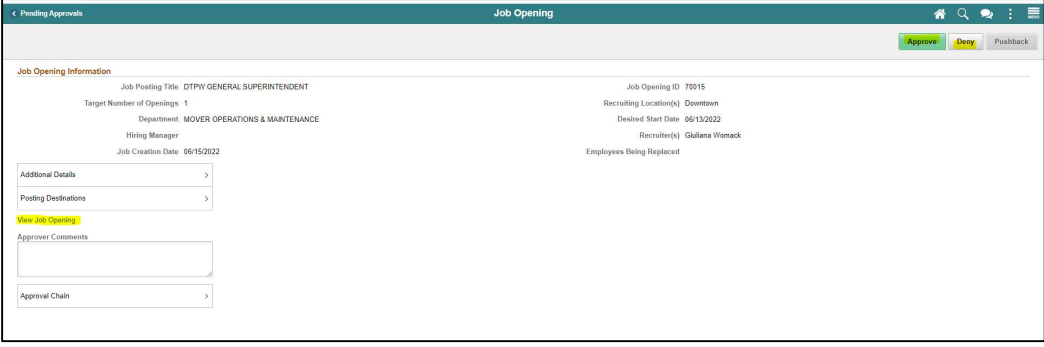
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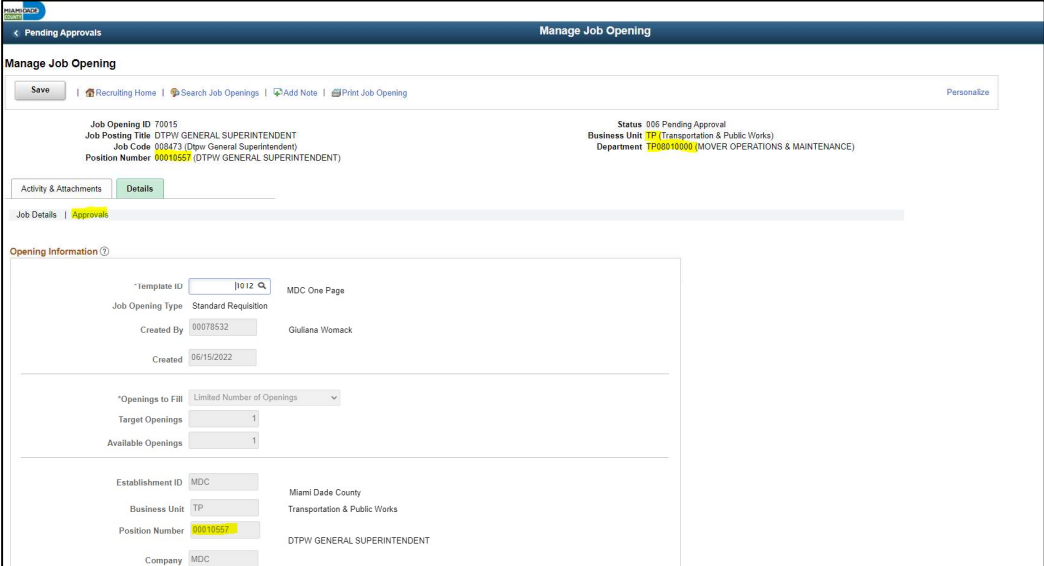
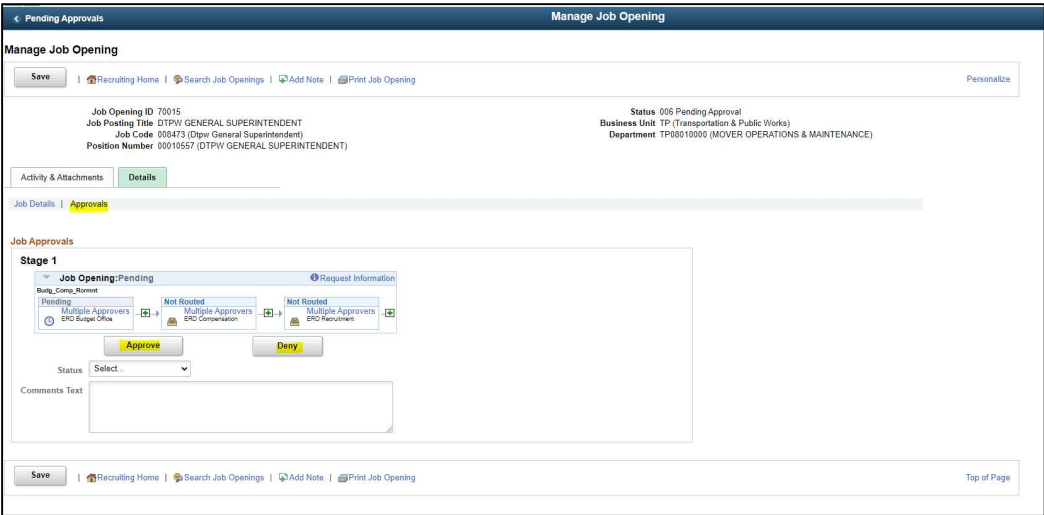
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PURPOSE

This document explains the key activities involved in approving a job opening 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. At the top, it says 'Pending Approvals' and 'Manage Job Opening'. Below that, there are job details: Job Opening ID 70015, Job Posting Title DTPW GENERAL SUPERINTENDENT, Job Code 008473, and Position Number 00019557. The status is '006 Pending Approval', Business Unit is 'TP (Transportation & Public Works)', and Department is 'TP08010000 (MOVER OPERATIONS & MAINTENANCE)'. The 'Approvals' tab is selected. Under 'Opening Information', fields include Template ID (11012), Job Opening Type (Standard Requisition), Created By (Guiliana Womack), Created (06/15/2022), Target Openings (1), and Available Openings (1). Establishment ID is MDC (Miami Dade County), Business Unit is TP (Transportation & Public Works), and Position Number is 00019557 (DTPW GENERAL SUPERINTENDENT).</p>
5.	<p>Select the Approve or Deny button.</p>  <p>The screenshot shows the 'Manage Job Opening' interface with the 'Approvals' tab selected. It displays 'Job Approvals' for 'Stage 1' with a status of 'Job Opening: Pending'. There are three routing options: 'Binding Multiple Approvers EPO & Legal Office', 'Not Routed Multiple Approvers EPO Compensation', and 'Not Routed Multiple Approvers EPO Recruiters'. Below these are 'Approve' and 'Deny' buttons. There is also a 'Status' dropdown menu and a 'Comments Text' input field.</p>