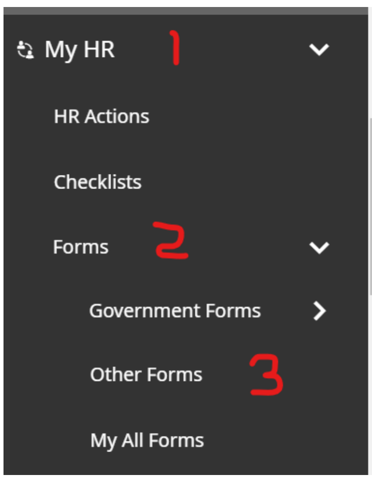
Approval Process Steps

Supervisor submits < Manager approval < E-team review and approval < P&C position # assignment < Supervisor enters into Applicant Pool < P&C Notified REQ has been entered

Supervisor Steps

Login to Kronos

1. My HR
2. Forms
3. Other Forms



4. Vacancy/Staff Req Form (+Add to the right)
5. Complete entire page 1 and on page 2 complete #3 - #6, sign under supervisor, and date.

Director/Executive Director

1. When the To Do Item populates for you in Kronos, click Modify
2. Review the form
3. Sign and date
4. Modify

E-Team

1. When the To Do Item populates for you in Kronos, click Modify
2. Review at E-Team Meeting
3. Sign, date, approve/deny
4. Modify

P&C

1. When the To Do Item populates for you in Kronos, click Modify
2. Assign a position number
3. Date the form
4. Modify

Supervisor

1. When the To Do Item populates for you in Kronos, click Modify
2. Review the approved form
3. Enter the information submitted on the form directly into Applicant Pool, following the regular REQ process
4. In Kronos, date the vacancy request form once you have completed the REQ in Applicant Pool.
5. Modify

P&C

1. Once you receive the notification that a new REQ has been submitted, login to Applicant Pool to review and start the process.