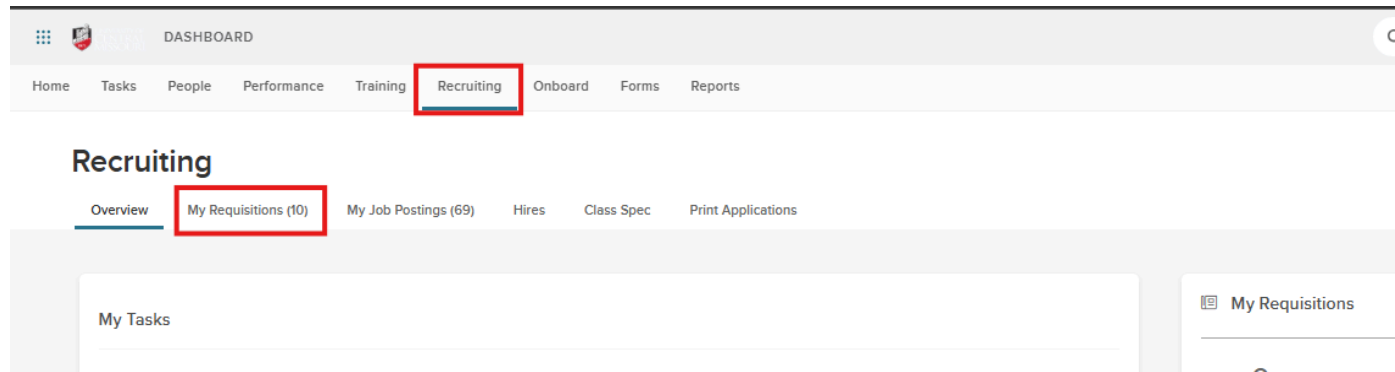


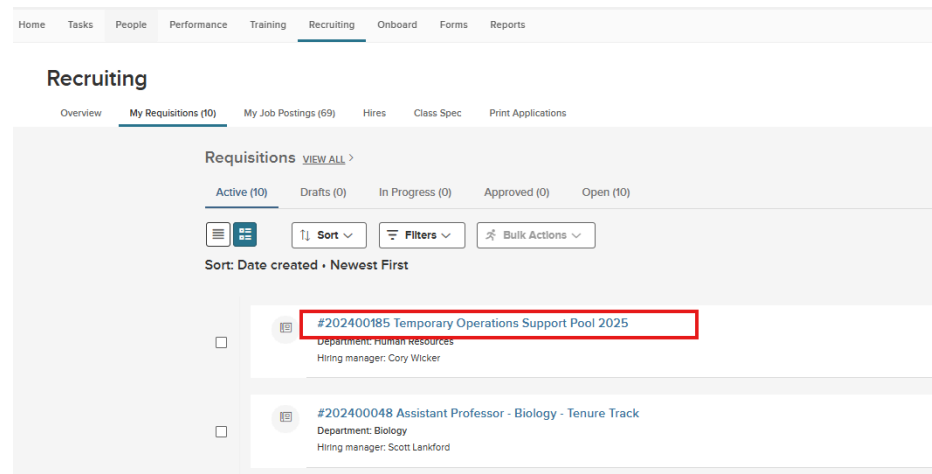
How to View Where Your Requisition is in the Approval Chain

When logging into NEOED, you will be taken to your Dashboard landing page. Select “Recruiting” in the top toolbar.

It will redirect you to your recruiting dashboard. Select “My Requisitions” in the top toolbar.



You will now be able to view all requisitions you have submitted. Click the title of the requisition you are looking for.



You will now be able to view your submitted requisitions. In the top toolbar, select “Approvals”

Dashboard

Tasks

Recruiting

Back

Requisition Detail

Assistant Registrar - Graduation & Articulation (202400044) In Progress

Copy

Print

Cancel Req

Delete Req

Edit

Requisition Information

Approvals

History

Requisition Information

Requisition Number

202400044

Division

Student Records/Registrar

Working Title

Assistant Registrar - Graduation & Articulation

Vacancies

1

Department

N/A

Class Spec

Assistant Registrar (997312)

Job Type

Exempt Staff Full Time

EEO/Census Data Template

N/A

Positions

Asst Registrar, Grad and Artic (997312)

You can now view the approval chain, as well as the date and time of when each approver approved it. Any approver with a green checkmark has approved it. Any approver with a blue circle or “pending” in their timeline is awaiting approval.

Approvals

Approval Timeline

✓

Deans and Vice Provost

Ann McCoy

approved on 09/17/2024 by Ann McCoy

✓

Provost

Timothy Crowley

approved on 09/17/2024 by Timothy Crowley

✓

VP Finance and Ops

Wilbert Hawley

approved on 09/18/2024 by Wilbert Hawley

✓

AVP of Budgeting

Kristi Harms

approved on 09/18/2024 by Kristi Harms

✓

AVP of Human Resour...

Cory Wicker

approved on 09/18/2024 by Cory Wicker

6

HR Partner

Cory Wicker, + 4

pending

1

Yesterday at 7:55 AM

Ann McCoy approved

2

Yesterday at 8:00 AM

Timothy Crowley approved

3

Today at 6:18 AM

Wilbert Hawley approved

4

Today at 8:22 AM

Kristi Harms approved

5

Today at 8:38 AM

Cory Wicker approved

6

Pending

HR Partner

2

