Employee Data Management
Approving a Job Offer

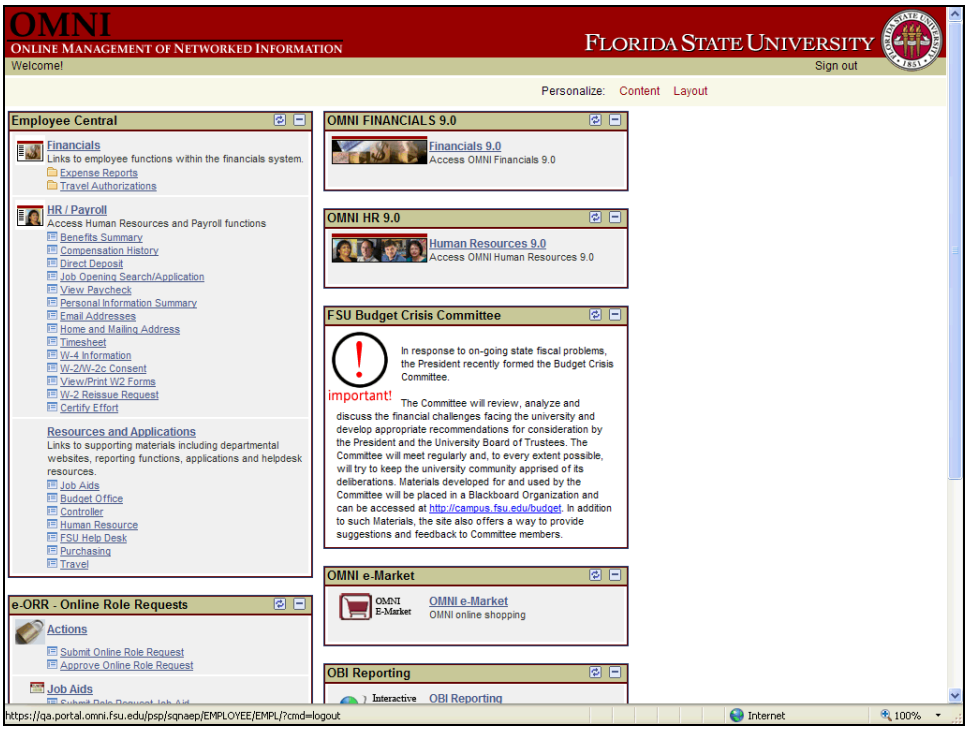
Overview:

Understanding the Approving a Job Offer Process

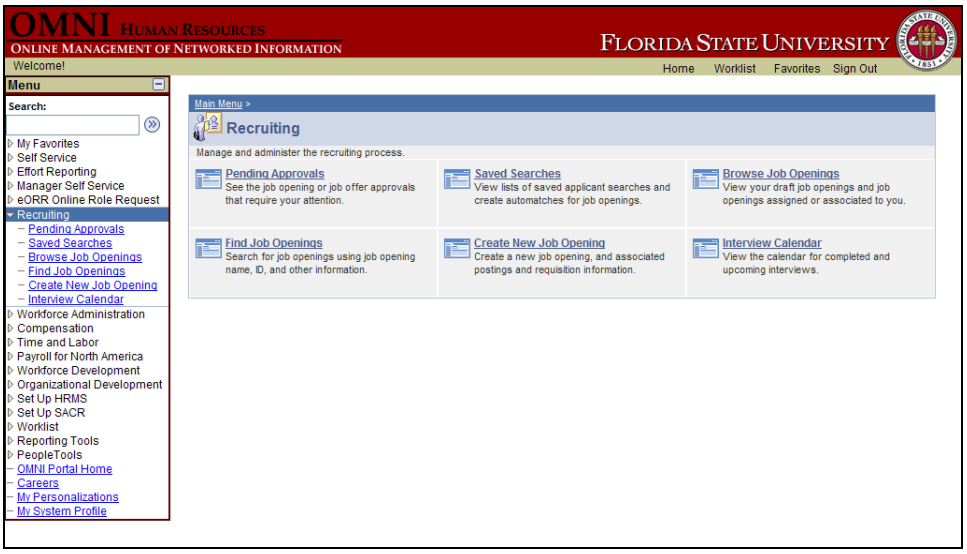
In this topic, you will learn the steps to approve a job offer once it has been submitted for your approval. You will be able to review the offer details including the offer amount, frequency, begin date, end date, etc. If the offer needs to be denied or pushed back for any changes, you can do so as well. Approval comments can be made on the approval page. Once you have approved the job offer, it will route to the next approver. Additional approvers can be added as needed by clicking the plus sign on the approval chain.

Procedure

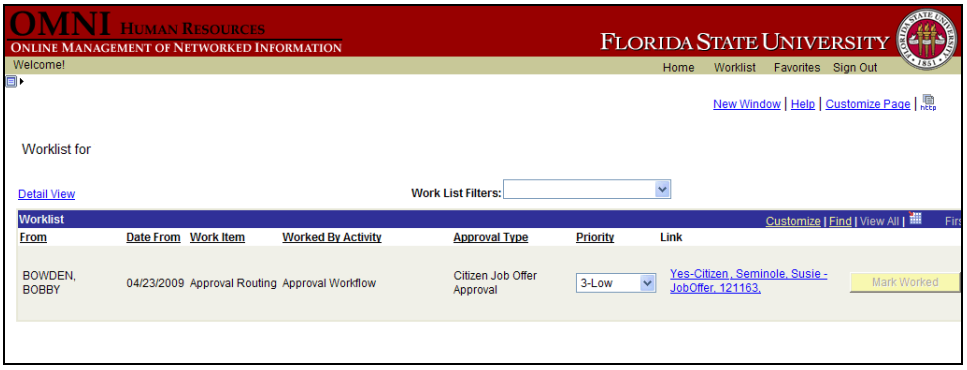
Scenario:
In this topic, you will learn the steps to approve job offers.



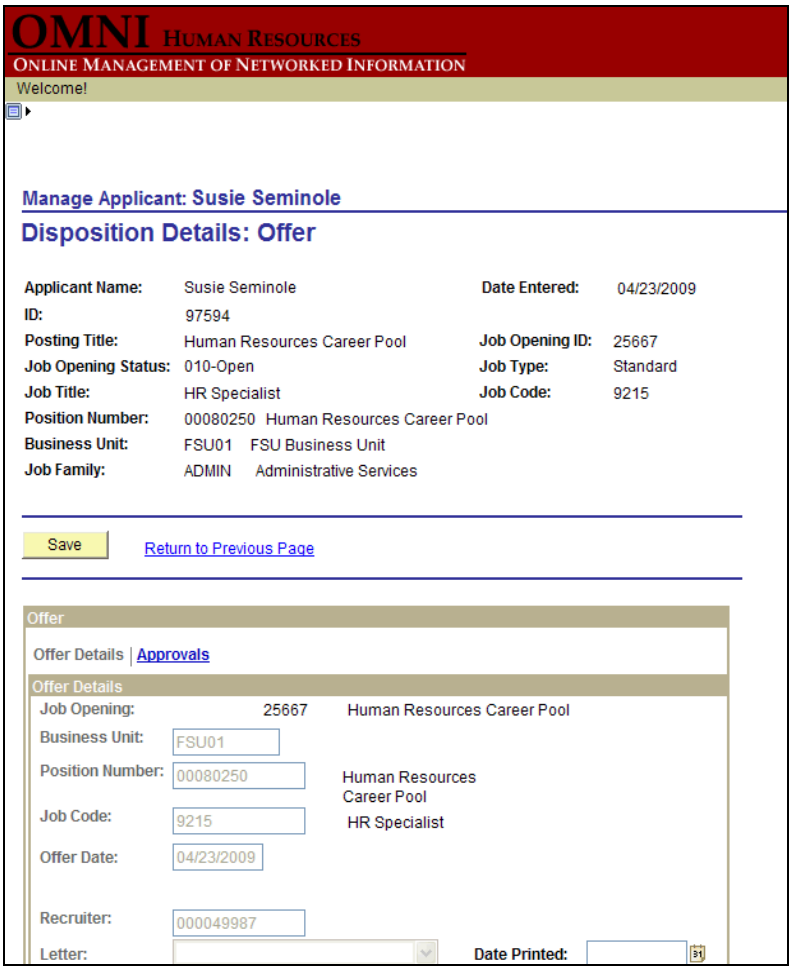
Step	Action
1.	Click the **Human Resources 9.0** link. Human Resources 9.0
2.	Click the **Recruiting** link. Recruiting



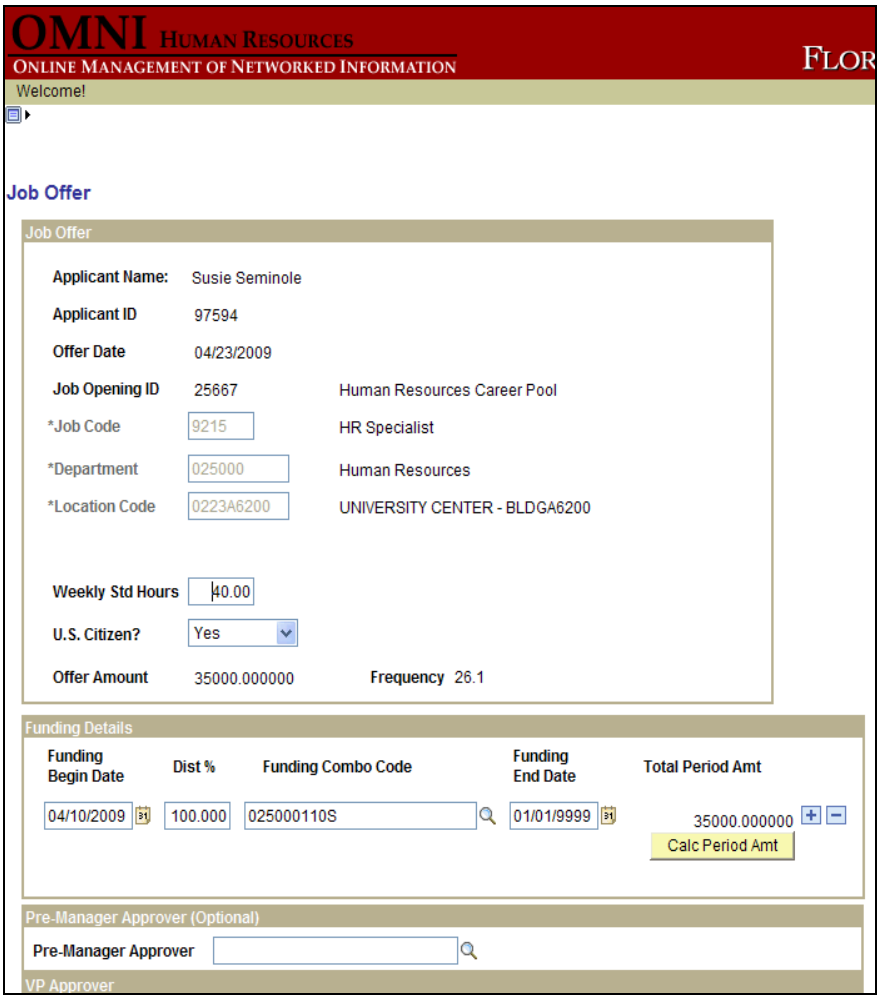
Step	Action
3.	Click the **Worklist** link. Worklist



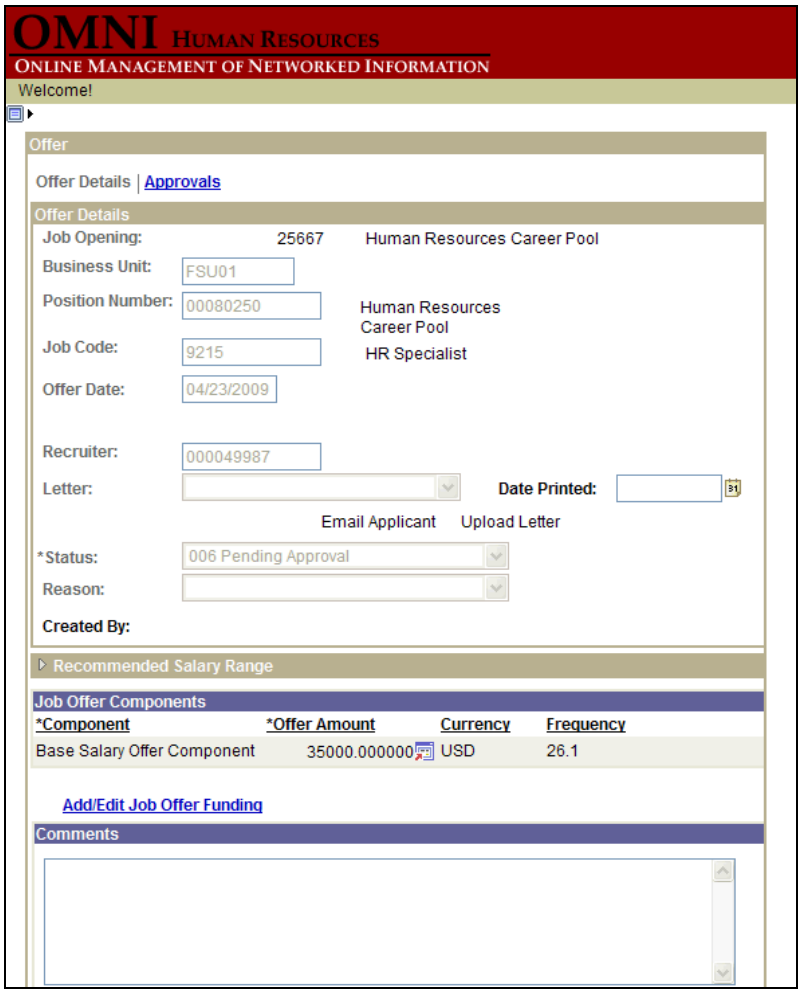
Step	Action
4.	Click the appropriate item link in the worklist.



Step	Action
5.	Scroll down to view the Funding Detail link.
6.	Click the **Add/Edit Job Offer Funding** link to review hire date, funding souce, and ending date (if applicable). Add/Edit Job Offer Funding



Step	Action
7.	Review all funding detail by scrolling down.
8.	Once you have reviewed the information, click the **Cancel** button to return to the Job Offer page. Cancel



Step	Action
9.	Click the **Approvals** link. Approvals
10.	If all information is correct, click the **Approve** button. If any information is incorrect, click the **Deny** button to send the Job Offer back for editing. Approve
11.	Click the **Home** link. Home
12.	**Congratulations!** You have completed the topic. **End of Procedure.**