

PART A: APPROVAL FRAMEWORK

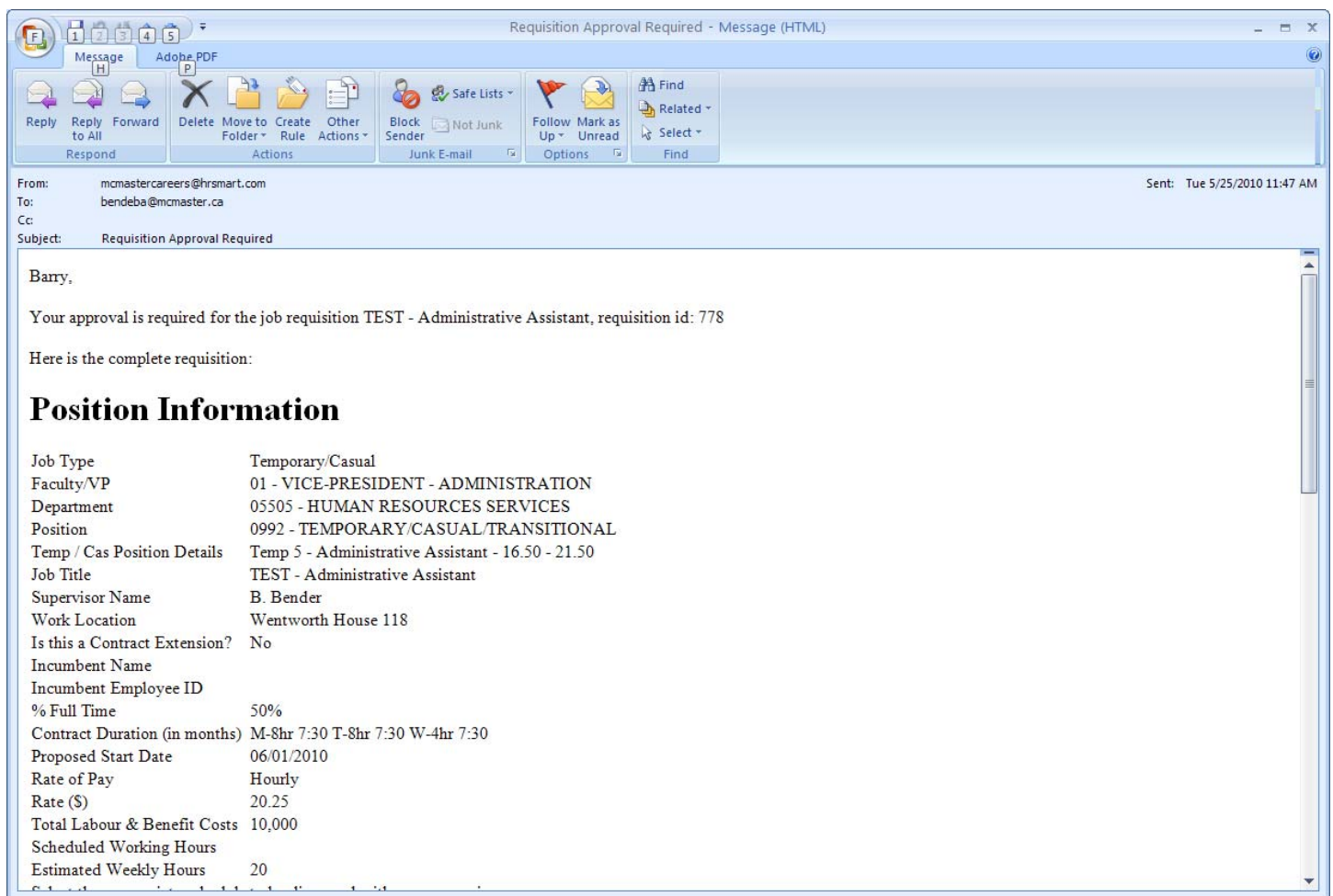
There are four types of approvers:

Type of Approver	How Entered into the Requisition
Department	Requisition Initiator (could also be the Hiring Manager)
Budget Services	Operational accounts identified by ledgers (i.e. initial digits of GL number) 2 and 3
FHS Finance	Some HSC accounts in Ledger numbers 2 and 7
FHS Research	Identified through ledger numbers 7 and 8, a combination of ledger numbers, GL account number ranges and / or the specific requesting department

Note that while the initiator is not involved in the selection of either the Finance approvers or the Research approvers (Secondary Approvers) they can set the order of approvers.

PART B: TEMPORARY / CASUAL HIRING REQUISITION APPROVAL PROCESS IN MACTRAC

1. Once a requisition is completed and if you are an approver on that requisition, you will receive an email into your inbox from “workingatmcmaster@hrsmart.com” with “Requisition Approval Required” in its subject line:



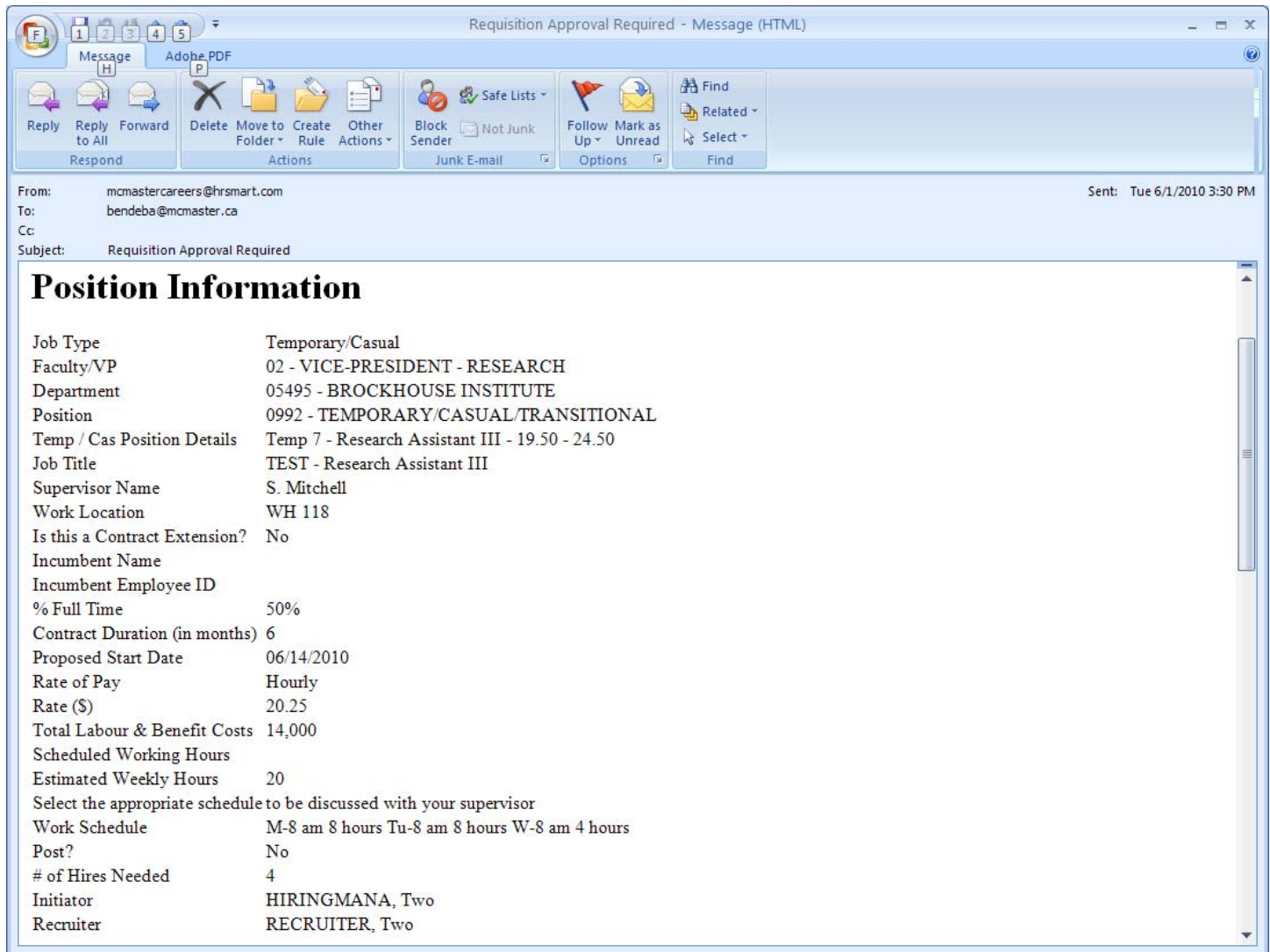
(The above and following screen shots are from Outlook 2007 and may differ from your actual screen.)

2. Upon opening the email, the first line identifies the Job Title and requisition number:

Your approval is required for the job requisition TEST - Temporary / Casual, requisition id: ###

3. As you scroll through email, the requisition details be will presented in three sections:

- Position Information
- Funding Information
- Job Duties & Additional Comments



Requisition Approval Required - Message (HTML)

From: mcmastercareers@hrsmart.com
To: bendeba@mcmaster.ca
Cc:
Subject: Requisition Approval Required

Sent: Tue 6/1/2010 3:30 PM

Position Information

Job Type	Temporary/Casual
Faculty/VP	02 - VICE-PRESIDENT - RESEARCH
Department	05495 - BROCKHOUSE INSTITUTE
Position	0992 - TEMPORARY/CASUAL/TRANSITIONAL
Temp / Cas Position Details	Temp 7 - Research Assistant III - 19.50 - 24.50
Job Title	TEST - Research Assistant III
Supervisor Name	S. Mitchell
Work Location	WH 118
Is this a Contract Extension?	No
Incumbent Name	
Incumbent Employee ID	
% Full Time	50%
Contract Duration (in months)	6
Proposed Start Date	06/14/2010
Rate of Pay	Hourly
Rate (\$)	20.25
Total Labour & Benefit Costs	14,000
Scheduled Working Hours	
Estimated Weekly Hours	20
Select the appropriate schedule	to be discussed with your supervisor
Work Schedule	M-8 am 8 hours Tu-8 am 8 hours W-8 am 4 hours
Post?	No
# of Hires Needed	4
Initiator	HIRINGMANA, Two
Recruiter	RECRUITER, Two

Note that not all fields are mandatory. Should you require additional information, this section also identifies the requisition initiator and the HR Advisor assigned to this requisition (termed the “Recruiter” in this system).

Requisition Approval Required - Message (HTML)

Message Adobe PDF

From: mcmastercareers@hrsmart.com
 To: bendebeba@mcmaster.ca
 Cc:
 Subject: Requisition Approval Required

Sent: Tue 6/1/2010 3:30 PM

Funding Information

Labour GL 1	3901401151
Estimated % or \$ Allocation 1	50%
Benefit GL 1	3901401418
Override GL 1?	
Override Benefit GL 1	
Labour GL 2	5469641016
Estimated % or \$ Allocation 2	0%
Benefit GL 2	5469641316
Override GL 2?	
Override Benefit GL 2	
Labour GL 3	
Estimated % or \$ Allocation 3	
Benefit GL 3	
Override GL 3?	
Override Benefit GL 3	
Estimated % or \$ Allocation 4	
Labour GL 4	
Override GL 4?	
Benefit GL 4	
Override Benefit GL 4	
Estimated % or \$ Allocation 5	
Labour GL 5	
Override GL 5?	
Benefit GL 5	
Override Benefit GL 5	

The funding information includes:

- the Labour GL account number(s)
- the percentage or amount allocated across multiple GLs
- whether or not the Benefit GL is being overridden, and if yes
- what the override Benefit GL account number is.

(Note that the number appearing as the Benefit GL account number (not the Override Benefit GL) is the Benefit GL mapped to the Labour GL in the HRIS (MacViP) and is automatically entered as a default.)



4. Below the section Job Duties & Additional Comments, at the bottom of the email, your options are presented:

You have three options:

- You may directly approve the requisition
- You may directly reject the requisition
- You may click to go to your “My Pending Approvals” page

5. Directly **approve** the requisition by clicking on the link “Approve this Requisition”. Your “Pending Review / Rejected” page will be presented where you confirm your approval of the requisition. Be as well as add an optional comment:

McMaster University
 Inspiring Innovation and Discovery

MUGSI Select
 Faculty & Staff Directory Search GO
 McMaster Working at McMaster

McMaster A-Z Careers Faculty/Staff Managers Employee Health & Safety Recognition & Involvement Your Development

Working at McMaster
 Careers
 Careers @ McMaster
 Employee Career Services
 Continuing Education
 Instructor Postings
 Academic Employment Postings
 Prospective Faculty / Staff
 About McMaster & Hamilton
 Posting Vacancies
 Recent Appointments
 Other Vacancies
 About HR Services
 Policies, Directives & Procedures

Create an Account Search Jobs Job Search Agents Login [Show Instructions](#)

PENDING REVIEW/REJECTED

APPROVE ON BEHALF OF BARRY BENDER

Please confirm that you wish to approve this Requisition. Enter a comment below if desired.

Comment

Confirm **Cancel**

Action(s)	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
	503	TEST - Temporary / Casual	Feb 17, 2010	Mitchell, Susan	Steinke, Tiffany	0	1. Bender, Barry 2. Mitchell, Susan 3. bdgtsrv@mcmaster.ca 4. tbyrne@mcmaster.ca 5. brenn@mcmaster.ca

Note the line under the page title: “APPROVE ON BEHALF OF ...”. To confirm your approval simply click the [Confirm] button. You will then be returned to the same page (now without the requisition you just approved) and a green banner will indicate that the Requisition has been approved by you.

6. Directly **reject** the requisition by clicking on the link “Reject this Requisition”. Your “Pending Review / Rejected” page will be presented where you may confirm your rejection of the requisition as well as add a mandatory comment. **Be certain to include Your Name and Employee ID in the comment box:**

McMaster University
Inspiring Innovation and Discovery

MUGSI: Select
Faculty & Staff Directory: Search [] GO
McMaster Working at McMaster

McMaster A-Z Careers Faculty/Staff Managers Employee Health & Safety Recognition & Involvement Your Development

Working at McMaster
Careers
Careers @ McMaster
Employee Career Services
Continuing Education
Instructor Postings
Academic Employment Postings
Prospective Faculty / Staff
About McMaster & Hamilton
Posting Vacancies
Recent Appointments
Other Vacancies
About HR Services
Policies, Directives & Procedures
A-Z Index
W@M Site Index
Larger Text

PENDING REVIEW/REJECTED
REJECT ON BEHALF OF BARRY BENDER
Please confirm that you wish to reject this Requisition. Enter a comment below in the field provided.

Comment *
Confirm Cancel

Action(s)	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
	494	TEST - Temporary / Casual	Feb 12, 2010	Mitchell, Susan	Steinke, Tiffany	0	1. Bender, Barry 2. Mitchell, Susan 3. ssidhwa@mcmaster.ca 4. bdgtsrv@mcmaster.ca 5. smillie@mcmaster.ca

7. Note the line under the page title: “REJECT ON BEHALF OF ...”. To confirm your rejection simply click the [Confirm] button. You will then be required to enter a comment in support of your rejection. **Be certain to include Your Name and Employee ID in the comment box:**

McMaster University
Inspiring Innovation and Discovery

MUGSI: Select
Faculty & Staff Directory: Search [] GO
McMaster Working at McMaster

McMaster A-Z Careers Faculty/Staff Managers Employee Health & Safety Recognition & Involvement Your Development

Working at McMaster
Careers
Careers @ McMaster
Employee Career Services
Continuing Education
Instructor Postings
Academic Employment Postings
Prospective Faculty / Staff
About McMaster & Hamilton
Posting Vacancies
Recent Appointments
Other Vacancies
About HR Services
Policies, Directives & Procedures
A-Z Index
W@M Site Index
Larger Text

✖ Error: Rejection comment required.


PENDING REVIEW/REJECTED
REJECT ON BEHALF OF BARRY BENDER
Please confirm that you wish to reject this Requisition. Enter a comment below in the field provided.

Comment *
Account not available
Confirm Cancel

Action(s)	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
	494	TEST - Temporary / Casual	Feb 12, 2010	Mitchell, Susan	Steinke, Tiffany	0	1. Bender, Barry 2. Mitchell, Susan 3. ssidhwa@mcmaster.ca 4. bdgtsrv@mcmaster.ca 5. smillie@mcmaster.ca

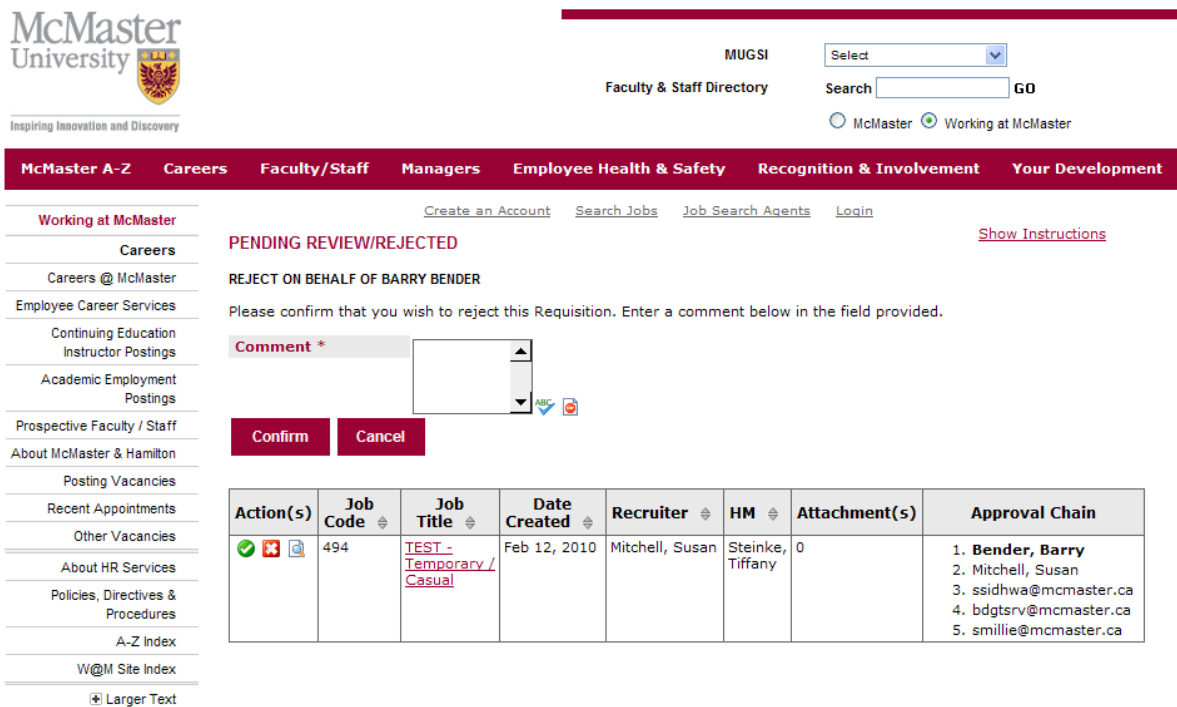
Click [Confirm]. You will be returned to the “Pending Review / Rejected” page and a green banner will indicate that the Requisition has been rejected by you.

Note that from the “PENDING REVIEW/REJECTED” page you may also access the following actions by clicking on one of the icons in the “Action(s)” column:

- approve the requisition (by clicking on the check mark in the green circle), or
- reject it (by clicking on the ex in the red circle)
- the third icon will return you to the requisition details presented in a slightly different format utilizing tabs
- you may also revisit those requisitions you rejected by clicking on the icon: 

8. Click to go to your “My Pending Approvals” page:

If you are a not a system user, your “My Pending Approvals” page will appear as:



McMaster University
Inspiring Innovation and Discovery

MUGSI: Select
Faculty & Staff Directory: Search [] GO
McMaster Working at McMaster

McMaster A-Z Careers Faculty/Staff Managers Employee Health & Safety Recognition & Involvement Your Development

Working at McMaster
Careers
Careers @ McMaster
Employee Career Services
Continuing Education Instructor Postings
Academic Employment Postings
Prospective Faculty / Staff
About McMaster & Hamilton
Posting Vacancies
Recent Appointments
Other Vacancies
About HR Services
Policies, Directives & Procedures
A-Z Index
W@M Site Index
Larger Text




PENDING REVIEW/REJECTED [Show Instructions](#)

REJECT ON BEHALF OF BARRY BENDER

Please confirm that you wish to reject this Requisition. Enter a comment below in the field provided.

Comment * [Text Area]

Confirm Cancel

Action(s)	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
  	494	TEST - Temporary / Casual	Feb 12, 2010	Mitchell, Susan	Steinke, Tiffany	0	1. Bender, Barry 2. Mitchell, Susan 3. ssidhwa@mcmaster.ca 4. bdgtsrv@mcmaster.ca 5. smillie@mcmaster.ca

If you are a system user, your “My Approvals Page” will appear as:



Pending Review/Rejected [Show Instructions](#)

Pending Approvals [Manage Requisitions](#)

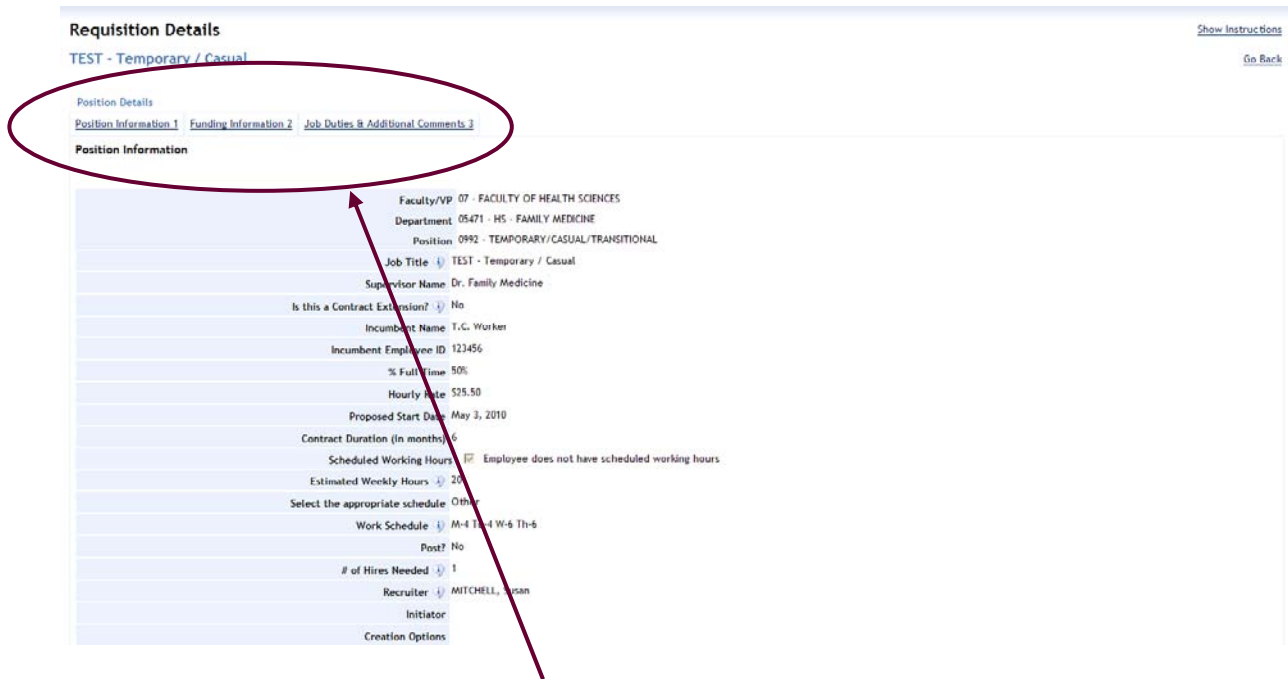
Action(s)	Comment	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
  		517	TEST - Temporary / Casual	Feb 18, 2010	Mitchell, Susan	Bender, Barry	0	1. Bender, Barry 2. Mitchell, Susan 3. brens@mcmaster.ca 4. bdgtsrv@mcmaster.ca 5. tbyrne@mcmaster.ca 6. dwalker@mcmaster.ca

All Pending Approval

Action(s)	Job Code	Job Title	Date Created	Recruiter	HM	Attachment(s)	Approval Chain
  	619	Accounting Assistant (TMG)	2009-02-20 09:30:24	McGuire, Doris	McGuire, Doris	0	1. Test, Annie 2. Larkin, Carmelita 3. McGuire, Doris
  	619	Accounting Assistant (TMG)	2009-02-20 09:31:41	Test, Rachel	Test, Hilary	0	1. Test, Annie
  	619	Accounting Assistant (TMG)	2009-02-20 09:32:16	Vukelich, Nancy	Vukelich, Nancy	0	1. Test, Annie 2. Test, Barbra
  	701X	Administrative Assistant (TMG)	2009-02-20 09:33:05	Branch, Annette	Branch, Annette	0	1. Test, Annie 2. middle@mcmaster.ca 3. Branch, Annette
  	619	Accounting Assistant (TMG)	2009-02-23 12:43:20	Khanzad, Kat	Khanzad, Kat	0	1. HR Person, Superstar
  	K084	LAN Analyst C (TMG) Feb 27	2009-02-27 16:36:36	Test, Rachel	Test, Hilary	0	1. khed@hrsmart.ca
  	L160	Adminstrator (TMG)	2009-03-03 15:07:03	Middleton, Karle	Bolara, Karen	0	1. kbhsm@mcmaster.ca

In both cases, the columns are the same and may be sorted by clicking on the small arrowheads next to the column title. Your options and actions for the relevant requisition are the same as well.

If you are a system user and you click on the icon for Requisition Details or you click on the job title, the Requisition details are presented in three tabbed pages, as follows:



To view all of the requisition details click through the tabs.

At the bottom of each page, the same fields will appear, as below:

Screening Questionnaire Messages	
A job seeker applying to this position will get one of the following messages based on the minimum point value accepted for this Requisition. (The minimum point value is designated when creating a screening questionnaire.)	
Internal	
Screen-in Message	
Screen-out Message	
External	
Screen-in Message	
Screen-out Message	
Assignment	
Teams	
Recruiter	Mitchell, Susan
Posting Options & Status	
Status	Requisition Pending Approval
Approvers	
Approver	Mitchell, Susan
Approved	No action
Approver	Bender, Barry
Approved	No action
Approver	brenn@mcmaster.ca
Approved	No action
Approver	bdgtsrv@mcmaster.ca
Approved	No action
Approver	tbyrne@mcmaster.ca
Approved	No action

While the Screening Questionnaire Messages are not currently used, you may find the Approvers section of interest since it lists the approvers and if “Approved”, “Declined” or “No action”.