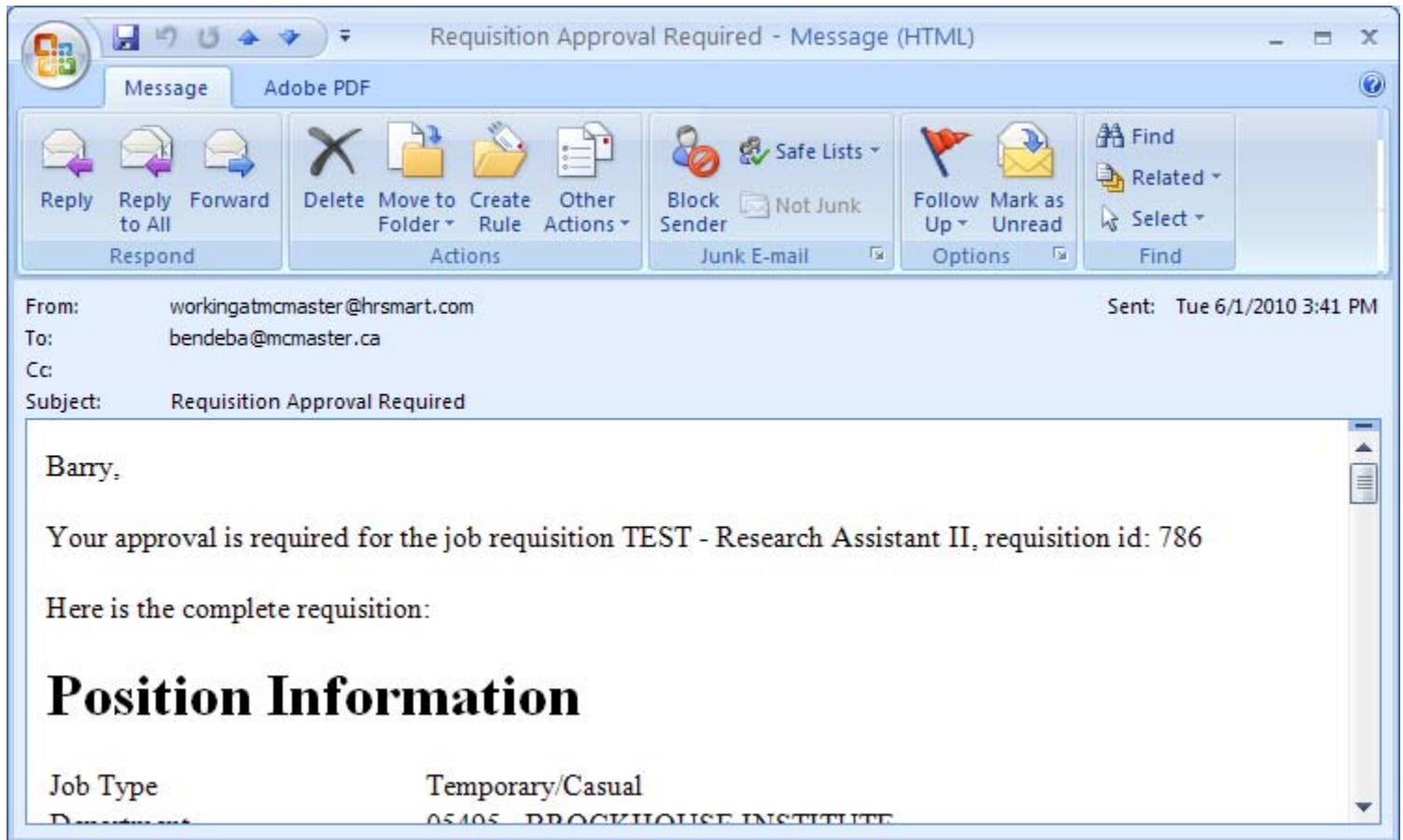


RATIONALE AND INTRODUCTION

If you, as a hire requisition approver, anticipate being away from your desk and unable to respond to emails, you are able to – and it is imperative that you do (!) – forward any “Requisition Approval Required” emails to your team partner or colleague or delegate who may act on your behalf.

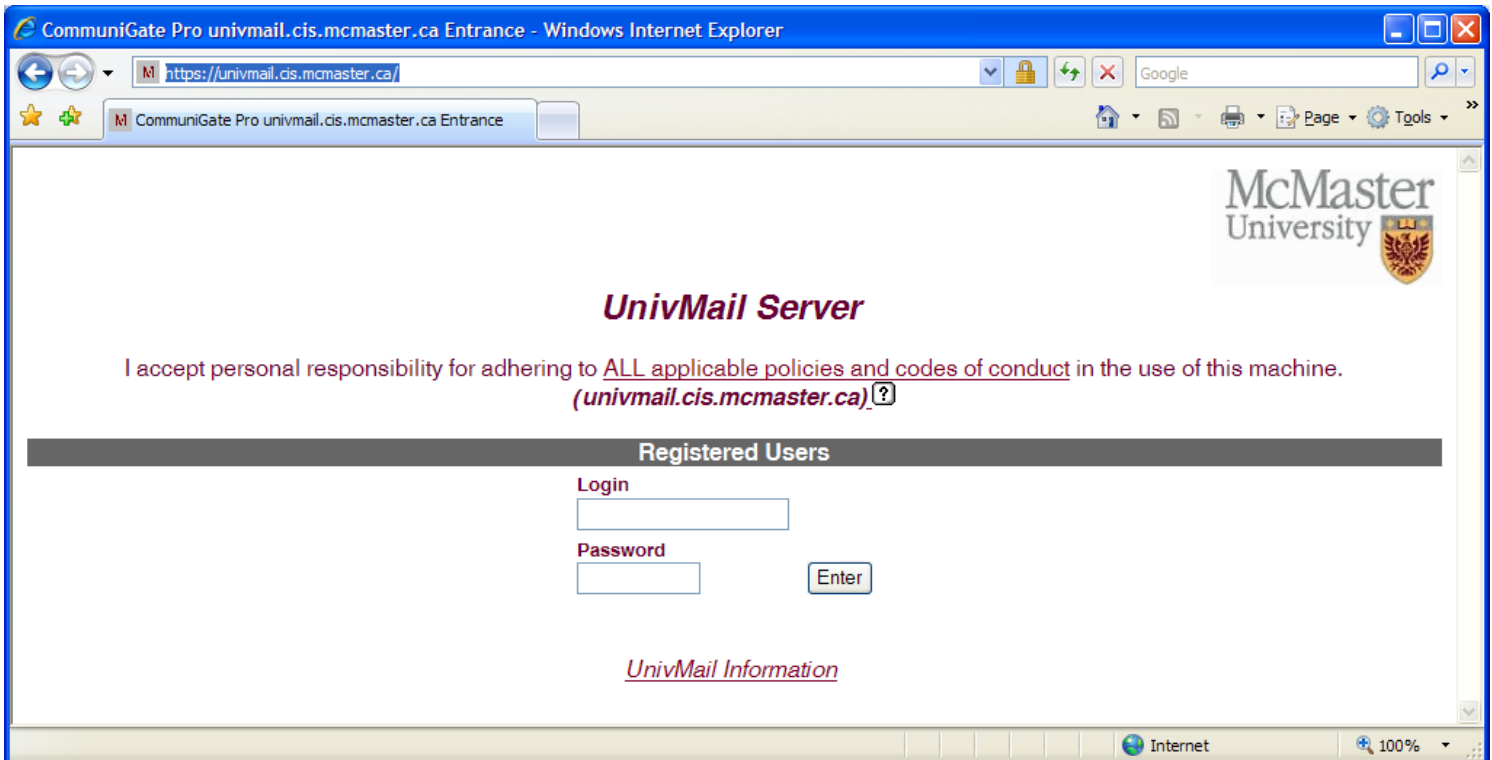
Should you be required to approve a hire requisition through MacTRAC you will receive an email similar to the following:



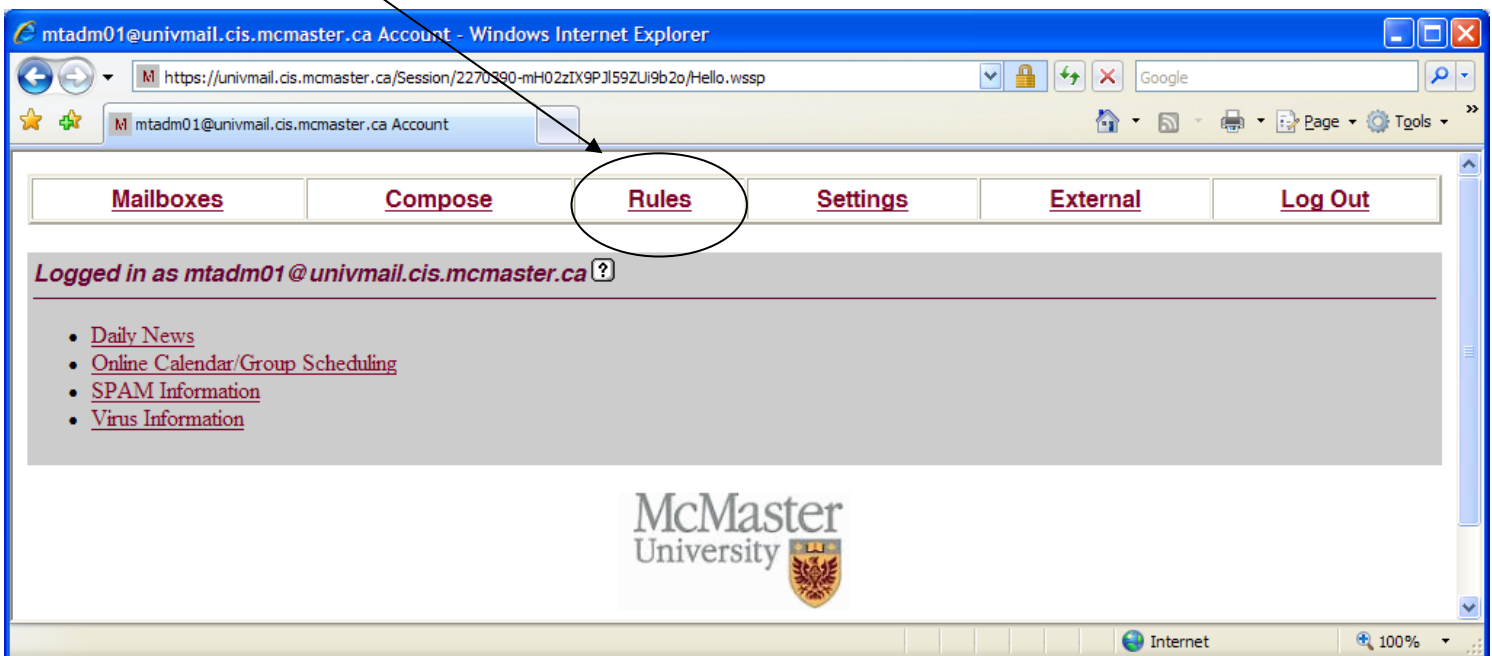
You will notice that this email is from **workingatmcmaster@hrsmart.com** and the subject line reads “**Requisition Approval Required**”.

FORWARDING EMAILS THROUGH UNIVMAIL

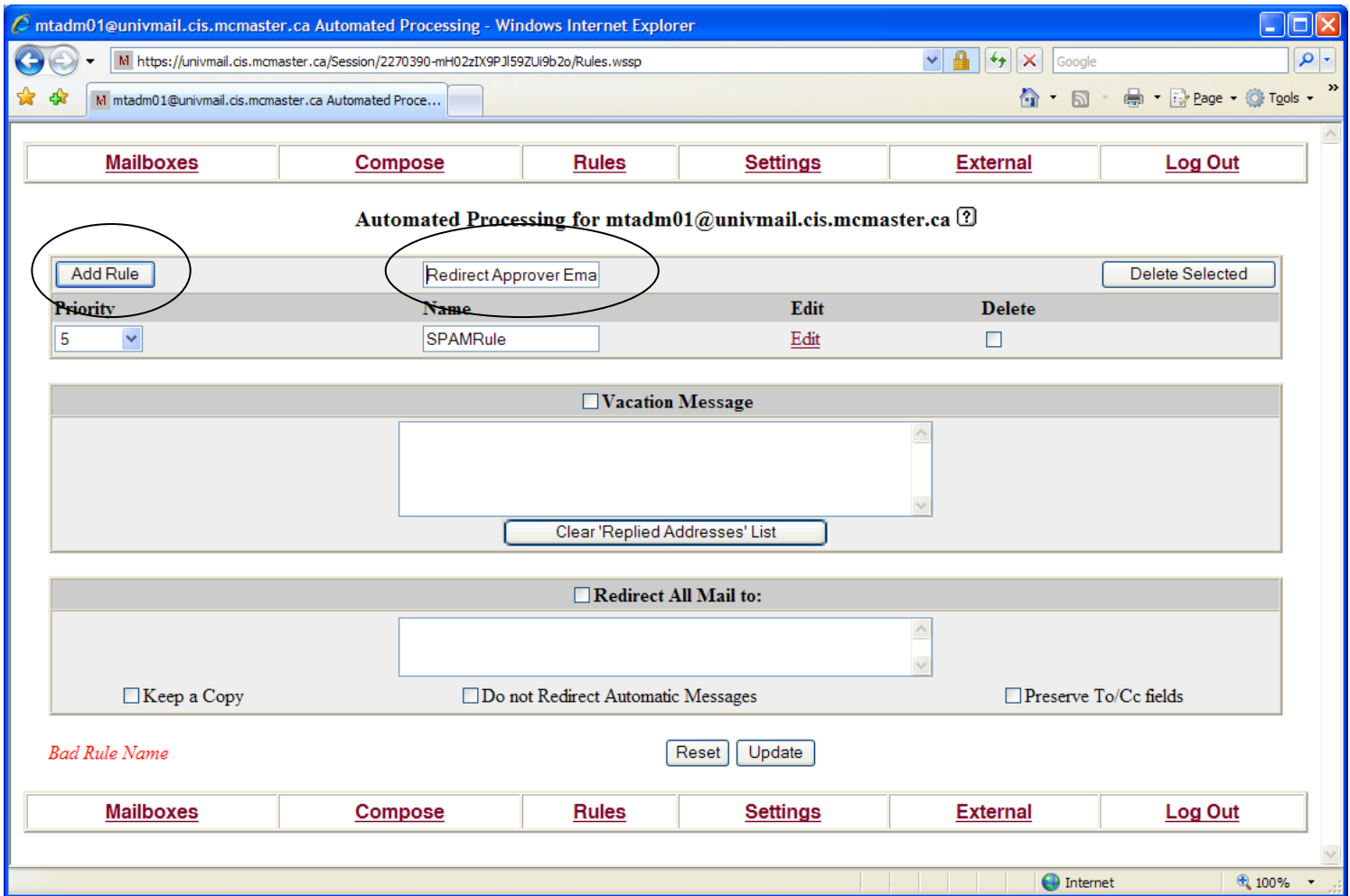
1. Login to your univmail account at: <https://univmail.cis.mcmaster.ca/>.



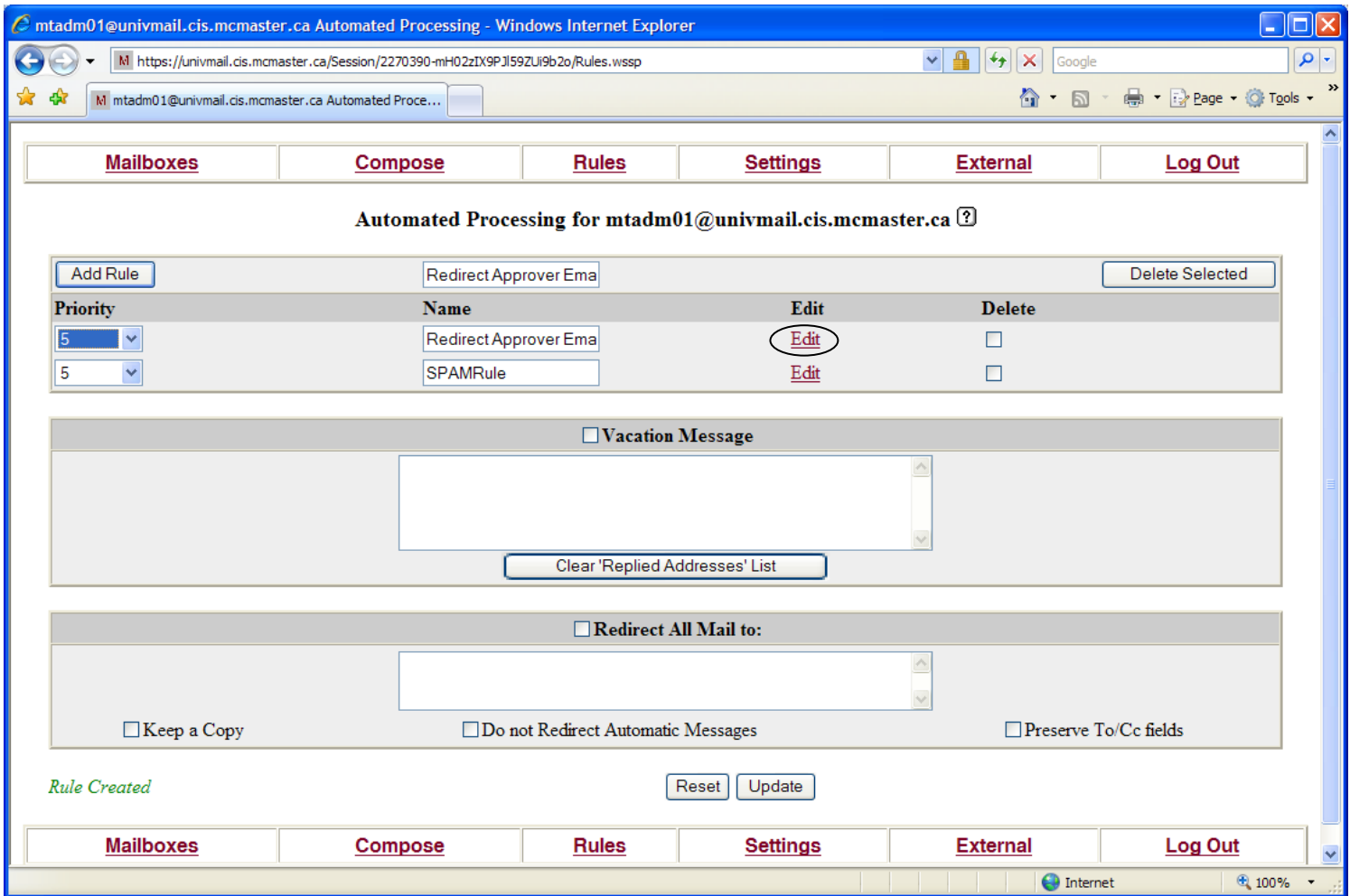
2. Once logged in, click on Rules:



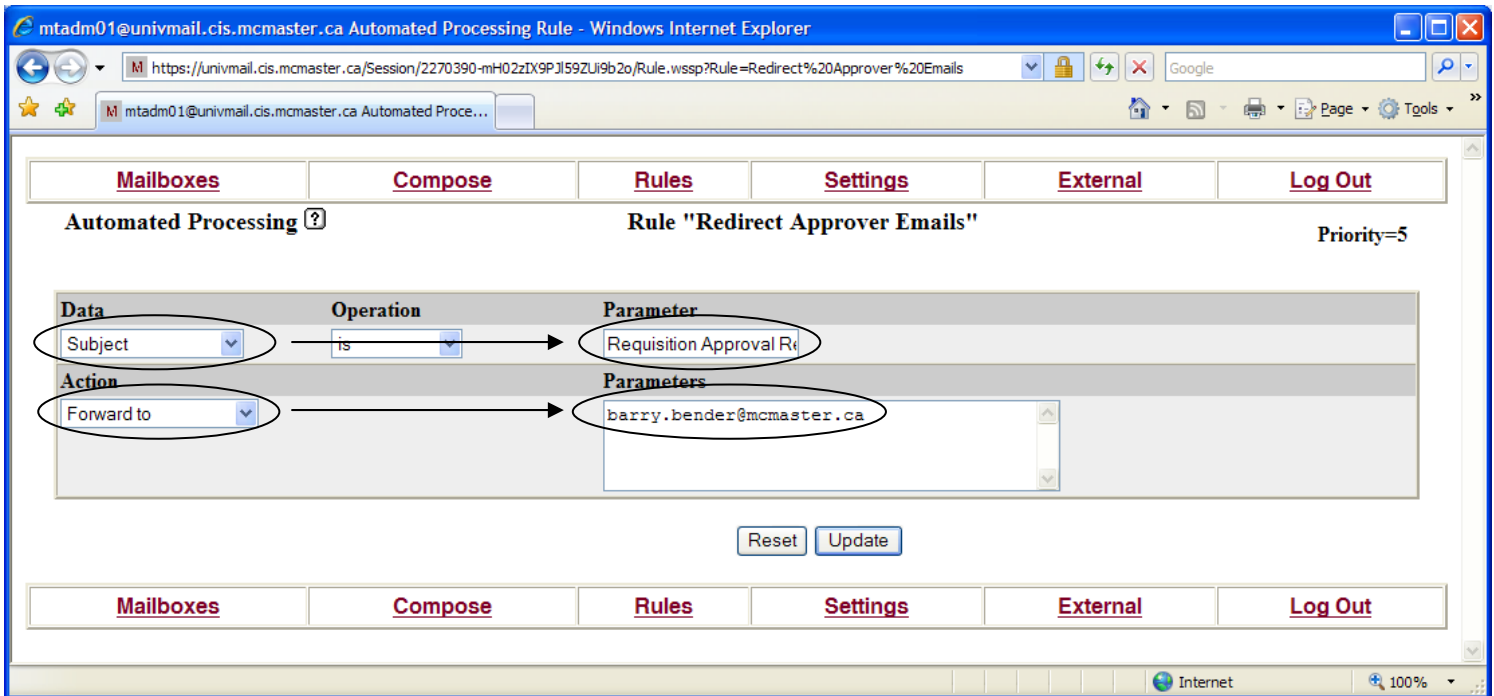
3. Type a Rule name in the Name Field (in the case, we've entered "Redirect Approver Emails"), then click [Add Rule]:



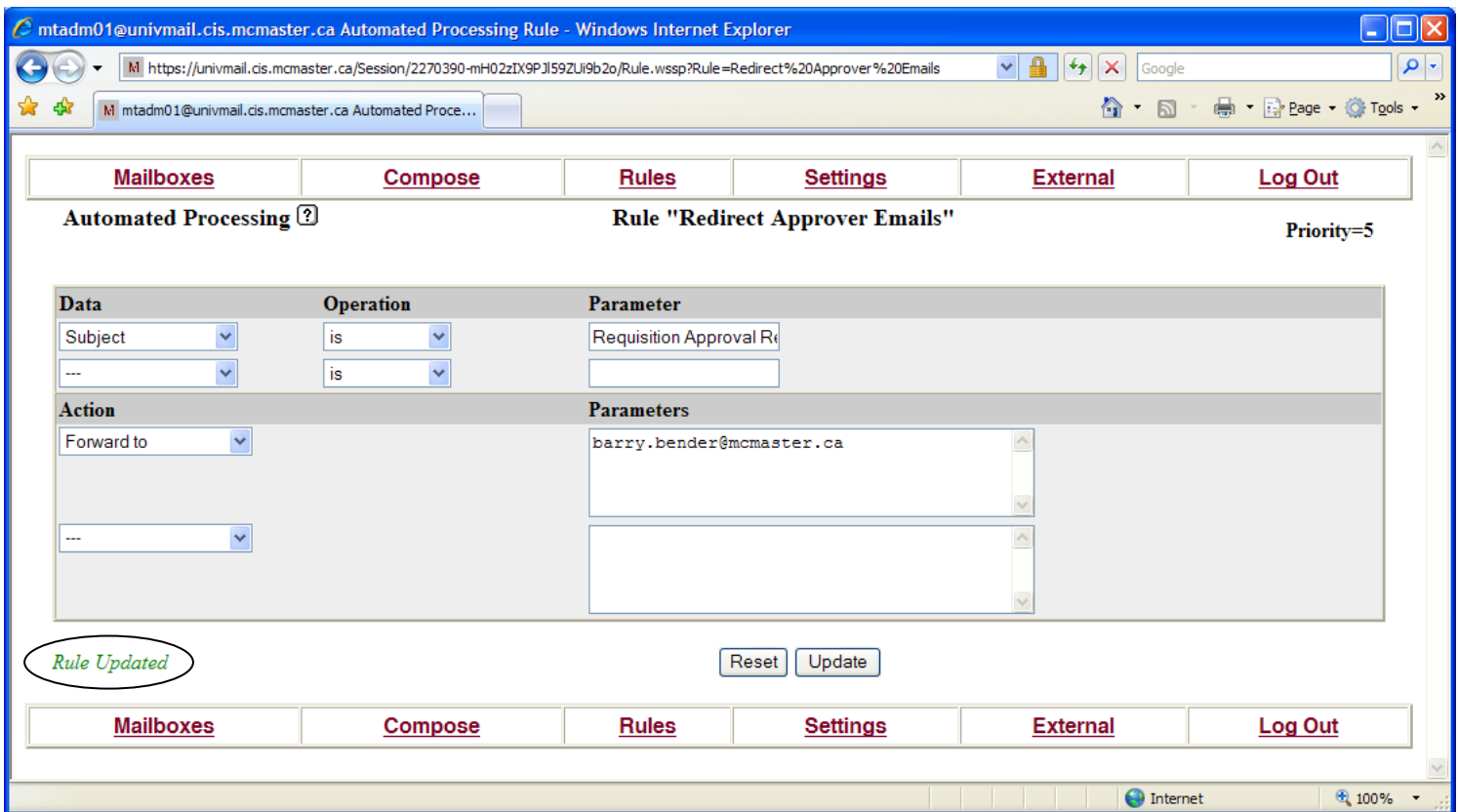
4. Click Edit:



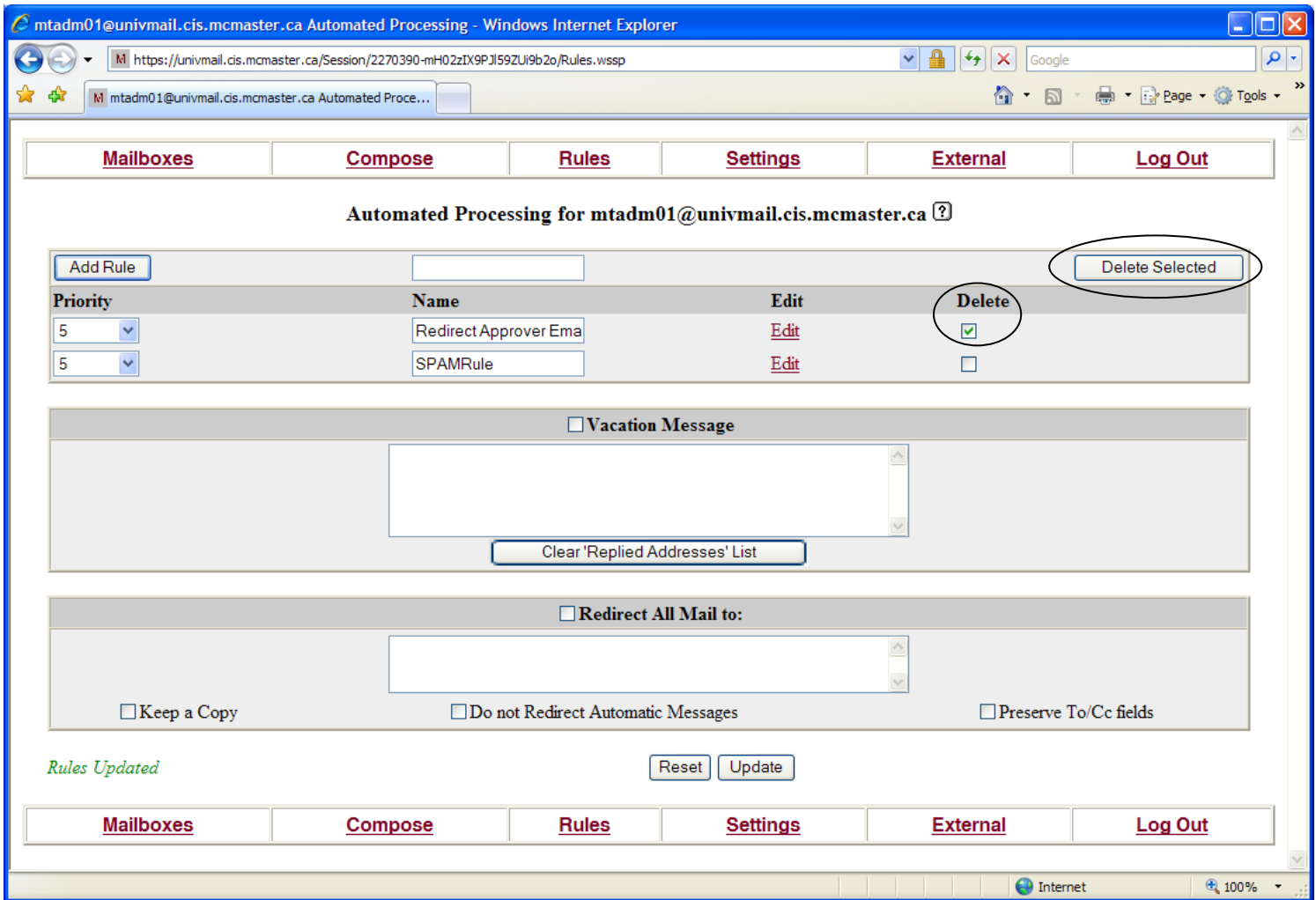
5. Enter your rule parameters. In the following example, from the Data dropdown we’ve selected “Subject” and the Parameter is “Requisition Approval Required”. As well, we chosen the Action “Forward to” and in the Parameters box we’ve entered the full email address of the person to whom we wish to redirect the Requisition Approval Required email.



6. Click [Update]. You will receive a message indicating that the rule has been updated:



7. When you return and / or email redirection is no longer required, access the Rules page (click on Rules). Check the Delete box and then click [Delete Selected]:



Note: Please instruct the individual to whom you forwarded your “Requisition Approval Requested” emails – and therefore to whom you delegated approval authority – to insert their name and employee ID number in the comment box when confirming approval. See the example below:



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

- Working at McMaster
- Careers
- Careers @ McMaster
- Employee Career Services
- Continuing Education Instructor Postings
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- Prospective Faculty / Staff
- About McMaster & Hamilton
- Posting Vacancies
- Recent Appointments
- Other Vacancies
- About HR Services
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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

Insert:
 “by DelegatedApproverName,
 EmployeeID”

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