Quick Reference Guide – Approving a PD (Budget/Grants)



What you need to do	What you will see
Step 1: On your home page, under the Approvals bubble, select Jobs Awaiting your approval.	APPROVALS 1 - jobs awaiting your approval
Step 2: On the Manage approvals tab, click View for the position you are reviewing for approval.	Manage approvalsDate raisedJob No.Job title
Step 3: Assign a Position number for the position. Click on the binoculars to search for position numbers.	POSITION DETAILS Position number: No position selected. Title: Number: Search Title: Position no Posi
Step 4: Fill in or verify all the appropriate funding sources and the appropriate percentage for each. Budget Authorization should also be assigned here.	LABOR DISTRIBUTION Fund:* Org:* Org:* Percentage:* © % Budget Authorization: Fund 2: Org 2: Org 2: © % Fund 3: Org 3: Percentage 3: © % Fund 4: Org 4: Percentage 4:
Step 5: Select Approve or Decline for the position.	Save a draft Approve Decline Cancel Spell check



	Please select a reason as to why the job has been declined:* Select	
	Additional comments:	
c L	Save Cancel	
	✓ Select Funding changes Not approved No longer required More information required Reorganization Request no longer valid Other	

Step 6:

If you select Decline, you will need to select a reason to decline the job and add additional comments.