Review and Approve Positions – used to approve FTE Updates and Addition of Positions

1. From “My Task List” click and open “Position Budget Preparation”.
2. Click and open “Manage Position and Employee Data”.
3. Click “Review and Approve Positions”.
4. In the upper left hand dropdown box of the “Task List Status” window click the down arrow to search for the department. You can search by either the department title or department ID.

5. Click on the department title and then click the symbol to fetch the data. Please note that in Hyperion the department IDs begin with a “D”.

6. Once the data has been loaded, search for the position you wish to review and approve.
7. Right click on the Position needing approval for either an FTE Update or a newly added position.

8. Choose “Approve” from the menu that appears.
9. “Runtime Prompts – Approve” window will pop up.
10. Fill out the following “Values”;
    a. Select Year – Hit drop down and select FY 17. Remove “No Year”
    b. Approve – Approved
    c. Approve All Employees – Yes
    d. Comments - #MISSING
11. Select “Confirm”.
12. In order to approve employee FTE updates, the user will right click on this same screen.
13. Choose “Employee Approvals” from the menu.
14. The user will be routed to a new screen. Using the scroll bar, scroll to the right until you see an “Unapproved - Approval Status”.

15. Right click on this “Unapproved” and select “Approve”.

16. Once the action is complete, be sure to hit the “Save” icon on the top tool bar.