

## Quick Guide for STARS 7.0

### Benefits Eligible & Non-Benefits Eligible Employees

#### Approving a Posting – Department Approver

1. After receiving an email notifying you of a posting needing your approval, log into the system.

\*\*\*If changing user groups, remember to click the  to confirm change in group\*\*\*

2. From the Home screen, look in your **Inbox** to find the posting needing approval and selecting that **Job Title** link.

3. You will be taken to the Summary page where you can review the entire posting page by page.

4. After you have reviewed the posting, click on  in the top right hand corner.

5. You will be given 4 options:

- a. **Keep working on this Posting**
- b. **Return for Review (move to Hiring Manager)**
- c. **Submit for Approval (move to Executive)**
- d. **Return for Review (move to Admin Assistant)**

5a. Select which level you want the posting to be routed to.

5b. Insert comments, if needed, and click  to route the posting to the Executive Approver or to return it to the Admin Assistant or Hiring Manager for corrections.