

9.2 Position Request Approval Process in Fluid

Purpose: Use this document to understand the Position Request Approval process using Fluid tiles in ctcLink.

Audience: HR Administrators/Workforce Administrators

❗ You must have at least one of these local college managed security roles:

- ZZ HCM Manager

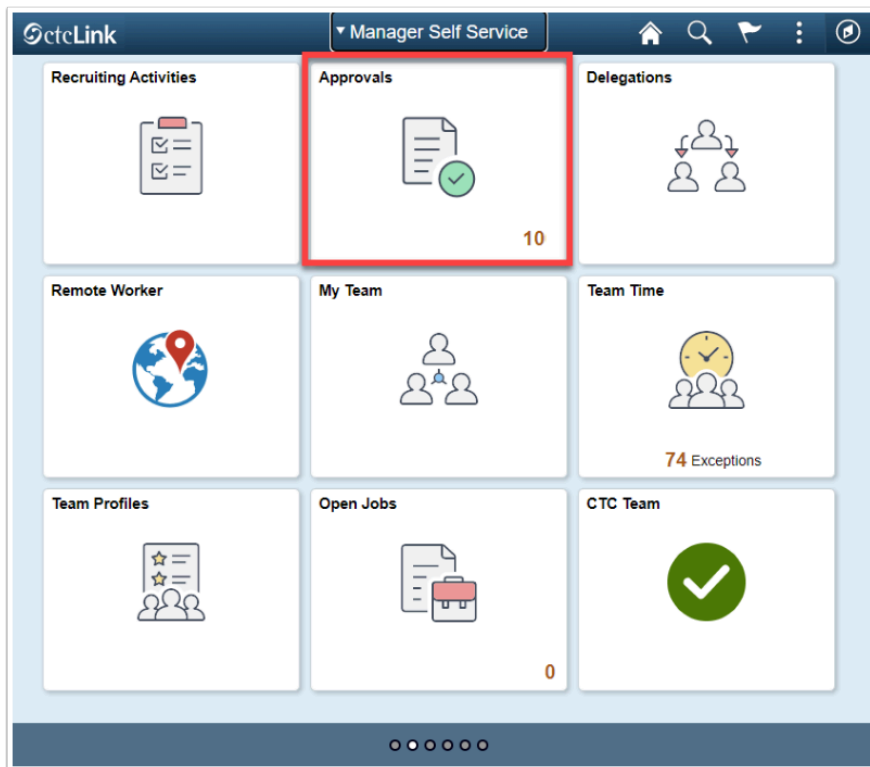
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Position Request approval leverages the delivered FLUID approval functionality. ***Approvals are only pertinent for those entities that do have approvals enabled for this transaction.***

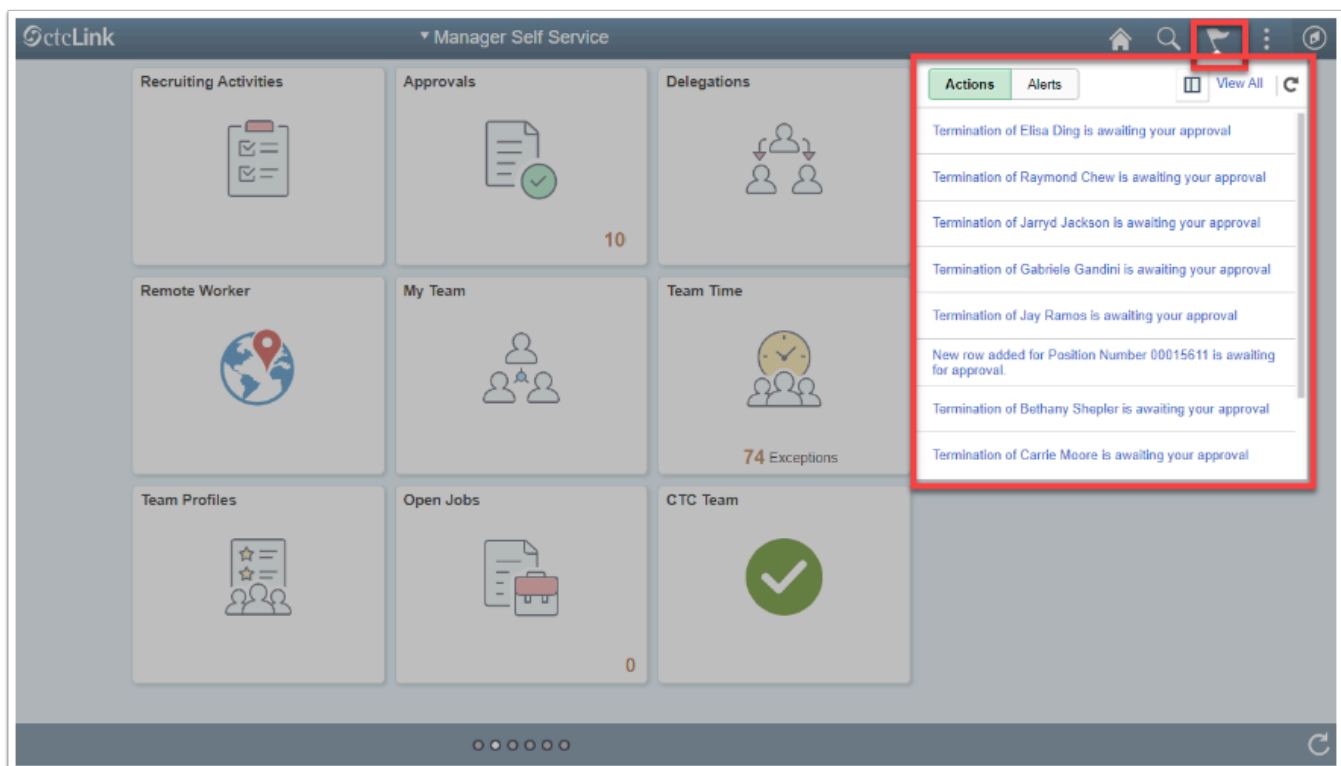
Approval stops and the path of approval can and will vary across entities. ***Note: the example shown is a generic approval path.***

Position Request Approval Process in Fluid

1. From the Manager Self-Service menu, select the **Approvals** tile.

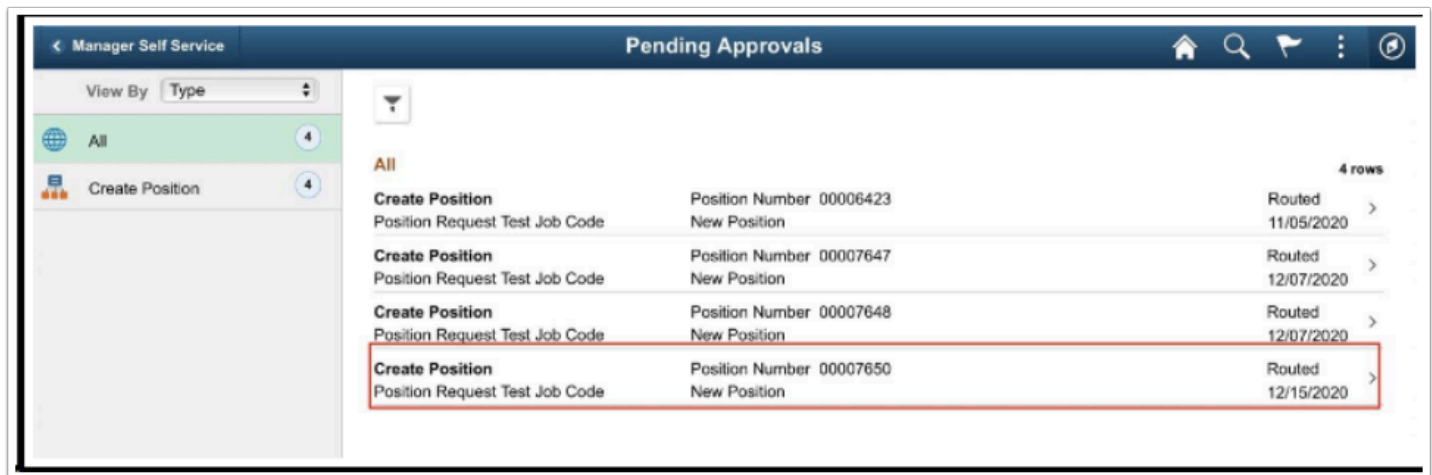


- Alternatively, navigation from alerts will show the user specific approvals requiring action. You may navigate directly to the approval requiring attention.

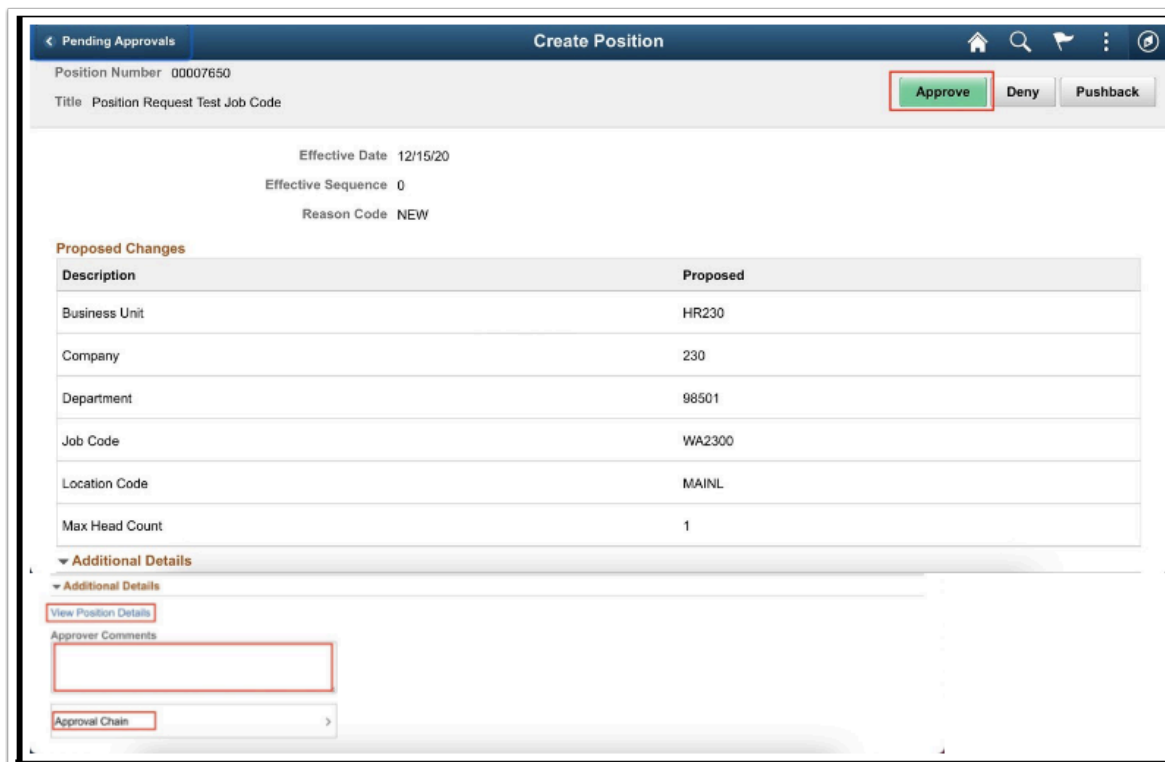


- The Pending Approvals page displays (which you will be directed to once you select a transaction requiring attention/approval). You may review approvals across transaction types.

4. Select a specific transaction requiring approval.



5. The position request overview is shown highlighting summary fields being submitted.
6. You may view the full position request detail by selecting the **View Position Details** link.
 - **Note:** This page is read only. It is a requirement that the user has access to the specific department for the position being submitted to access the full details of the position details.
7. The approver may input approver comments. These comments are date and time stamped. They are visible to all other users in the process.
8. Selecting the **Approval Chain**, you may see all of the users within the approval process. The approver can view and access any attachments provided by the submitter.



9. In this example there is only one approval stop. Reminder: There may be multiple approvals stops in place.
10. The HR office is responsible for reviewing the approval at the start of the process. If additional approvers need to be involved in the process, select the **[+]** button to select and add additional approvers as needed.

The screenshot shows a window titled "Approval Chain" with a close button (X) in the top right corner. Below the title bar is a section labeled "Create Position". Inside this section, there is a sub-section titled "New Position" with a "Pending" status indicator on the right. Below this, there is a card titled "Edmonds Position Request". Inside the card, there is a status indicator "Pending" with a clock icon, and a button with a "+" sign. Below the status indicator, there is a text entry "Edmonds HR" and "Edmonds HR Office" with a right-pointing arrow ">".

11. The Insert additional approver or reviewer pagelet displays.
12. Select a **User ID**.
13. Select the **Insert** button.

The screenshot shows a window titled "Insert additional approver or reviewer" with a close button (X) in the top right corner. Below the title bar, there is a "User ID" label next to a search input field with a magnifying glass icon. Below the search field, there are two radio buttons: "Approver" (selected) and "Reviewer". Below the radio buttons, there is an "Insert" button.

14. The Approval Chain page displays.
15. The **Additional Approver** is inserted.

The screenshot shows a window titled "Approval Chain" with a close button (X) in the top right corner. Below the title bar is a section labeled "Create Position". Inside this section is a card titled "New Position" with a "Pending" status in the top right corner. The card contains a list of approvers under the heading "Edmonds Position Request". The first approver is "Edmonds HR" (Edmonds HR Office) with a "Pending" status and a "+" button. The second approver is "Edmonds Pres" (Inserted Approver) with a "Not Routed" status and "-" and "+" buttons. The "Not Routed" status and the approver's name are highlighted with a red rectangular box.

16. When you have reviewed the submission and are ready to approve, select the **Approve** button.
 - Note that if there is an issue the approver may **Pushback** the transaction to the submitter to make amendments.
 - If the approval is not valid, the approver may **Deny** the transaction outright.
17. Once approved, the transaction is then sent to additional approvers in the process.
18. Process complete.