

Type: System Enhancements	ID Number: SE 87
Date: June 6, 2012	Subject: Creating Automated Approvers in Talent Management

Suggested Audience:

Human Resource Offices and Hiring Managers

Details:

As part of the June 9, 2012 Talent Management Enhancements, an automated approval process is being implemented to allow approvers to be assigned prior to a requisition being created by a hiring manager.

The approval process will be available by assigning approvers to the 24-digit People First organization code. Although approvers will automatically appear if an organization code is assigned, updates can still be made to approvers including adding additional approvers or removing approvers. Users with the appropriate HR security role code (A, H, and X) will continue to have the ability to override approvers. If a requisition does not have an assigned approver list, it will be up to the requisition creator (hiring manger) to assign the necessary approvers. This function does not affect the process of adding team members to the requisition.

Creating a group by organization can be accomplished in two ways:

1. Set a group of approvers for an entire organization code. For example, if an agency would like to assign approvers Jane Doe and John Doe to organization 210102030405000000000000, then the HR security role code (A, H, and X) will make the request to the People First Service Center.
2. Set a group of approvers to various levels of the organization code. For example, if an agency assigned approvers Jane Doe and John Doe to an organization beginning with the numbers 210102, then any requisition with an organization beginning 210102 and beyond would have the assigned approvers of Jane Doe and John Doe. If a requisition was created that had 210102111111111111111111 as the organization code, then Jane Doe and John Doe would populate as the approvers. If there is only one set of approvers for the entire agency, then the requestor can establish the entire agency by only submitting the first two digits of the organization code for the list of approvers.

Requests to create automated approvers must be made by HR users (A, H, and X) by calling the People First Staffing Service Center at 1-877-562-7287. When requesting updates that require multiple organization codes to be updated, the attached template ([Talent Management Approver Template](#)) should be used. When making a request using the template, the request should be submitted to pf.org.management@ngahrhosting.com. **Most requests should be completed within 24 to 48 hours. However, larger requests will be evaluated and a time frame will be communicated to the requestor.**

If you have any questions, please contact Steve Eaton at Stephen.Eaton@dms.MyFlorida.com or (850) 487-4484.