

REPORTS

Purpose: Establish College timelines for approvals.

Steps for Position Worklist:

(Items from Previous Day)

- 1) Reports will be run by 9AM each day.
- 2) For approval on same day entries on position data, it will be necessary to contact College Person by phone or email.
- 3) You can run this report to check on status of your position or open position in the system and check approval box.

Steps for Job Requisition Worklist:

(Actual Time)

- 1) Reports will be run by 9AM each Wednesday for posting on the following weeks Greensheets (Personnel Postings).
- 2) For approval on same day entries on requisitions, it will be necessary to contact College Person by phone or email.
- 3) You can run this report to check on status of your requisition or just open requisition in the system and check approval box.