

Requisition Approval Training





Mon 1/14, 4:08 PM

MHA Reply all | v

From: [redacted] <usu+email+9e-2436d737a8@agents.icims.com>
Sent: Monday, January 14, 2019 4:04 PM
To: [redacted]
Subject: Job Approval Request 2019-1200 Accountant II

Dear [redacted],

Your approval is requested for the position in Facilities Maintenance. The budgeted salary is [redacted]. On the following linked page, you will see the relevant position announcement details as well as options to approve or decline it.

https://usu.icims.com/icims2/?a=17_3_47ims

If you would like to approve or decline directly via email please use the buttons below:

[Approve](#)

[Decline](#)

Once there is a position awaiting your approval you will receive an email similar to this. The following slides will guide you through the approval procedures.

Should you have any questions, please don't hesitate to contact me.

Thank you,

[redacted signature]

Option 1:

Job Approval Request 2019-1200 Accountant II



Mon 1/14, 4:08 PM [MHA] [thumbs up] [Reply all]

There are 3 ways to approve a requisition in iCIMS:

From: [redacted] <usu+email+9e-2436d737a8@agents.icims.com>
Sent: Monday, January 14, 2019 4:04 PM
To: [redacted]
Subject: Job Approval Request 2019-1200 Accountant II

Dear [redacted]

Your approval is requested for the position in Facilities Maintenance. The budgeted salary is [redacted]. On the following linked page, you will see the relevant position announcement details as well as options to approve or decline it.

https://usu.icims.com/icims2/?a=17_3_47ims

If you would like to approve or decline directly via email please use the buttons below:

Approve
Decline

If you've already reviewed the job announcement prior to it being entered into iCIMS, you can approve the requisition directly from the email by selecting the green 'Approve' button in the body of the email.

Should you have any questions, please don't hesitate to contact me.



Decision Made

✔ Thank you! Your decision to approve has been recorded. Your approval will be routed to the next person in the approval chain.

A tab will open in your internet browser that will confirm your approval of the requisition. This will complete your step of the approval process.



Mon 1/14, 4:08 PM

MHA Reply all | v

From: [redacted] <usu+email+9e-2436d737a8@agents.icims.com>
Sent: Monday, January 14, 2019 4:04 PM
To: [redacted]
Subject: Job Approval Request 2019-1200 Accountant II

Dear [redacted],

Your approval is requested for the position in Facilities Maintenance. The budgeted salary is [redacted]. On the following linked page, you will see the relevant position announcement details as well as options to approve or decline it.

https://usu.icims.com/icims2/?a=17_3_47ims

If you would like to approve or decline directly via email please use the buttons below:

[Approve](#)

[Decline](#)

If you want to review the job announcement prior to approving the requisition (recommended), you can select the link in the body of the email here.

Should you have any questions, please don't hesitate to contact me.

Thank you,

[redacted signature]

Job Approval

Print

General Information

PCLS 30098	REQUISITION ID 2019-1200
SYSTEM ID 1200	JOB POSTING TITLE Accountant II
JOB CLASSIFICATION Exempt	CATEGORY (PORTAL SEARCHING) Accounting/Finance
HIRE TYPE New	REPLACING (NAME & A#) (blank)
POSITION TYPE (PORTAL SEARCHING) Regular Full-Time	# OF OPENINGS 1
ESTIMATED JOB START DATE 3/1/2019	EEO CATEGORY (blank)
ADVERTISED SALARY Commensurate with experience, plus excellent benefits	COMMITTEE CHAIR : FULL NAME: FIRST LAST Chad DeVries
NAME LINKED Logan	[REDACTED] US-UT-

Assignment

COMMITTEE CHAIR : FULL NAME: FIRST LAST Chad DeVries [REDACTED]	NAME Logan
POSITION LOCATION : LOCATION US-UT-	

Compensation

ADVERTISED SALARY
Commensurate with experience, plus excellent benefits

Job Description

OVERVIEW

Incumbents in the Accountant series maintain and reconcile ledgers and accounts according to generally accepted accounting principles. Incumbents prepare and analyze financial information and prepare reports and financial statements based upon the analysis performed.

RESPONSIBILITIES

1. Analyzes and monitors budgets and expenditures for compliance with fiscal accountability and reporting requirements.
2. Completes cost analyses.
3. Reviews and prepares journal entries.
4. Reconciles journal entries, monetary transfers, and inventory control procedures.
5. Prepares financial reports and statements; monitors for accuracy and completeness.
6. Resolves basic accounting discrepancies.
7. Interacts with departments and colleges as assigned.
8. Reviews, analyzes, and verifies accuracy and completeness before approving entries and requests processed by campus personnel.
9. Reviews new index and organization code requests, assigns numbers, and sets up accounts in Banner.
10. Administers the filing of sales tax to the State of Utah. Reviews the data collected and files tax reports to the state.
11. Advises, monitors, supports, assists, and trains Business Services personnel on finance related items.
12. Prepares invoices to outside agencies.
13. Compiles and reviews award and grant contracts.
14. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

Minimum Qualifications

Decline

Approve

A tab will open in your internet browser displaying the job description. You can scroll down to review the information.

OVERVIEW
Incumbents in the Accountant series maintain and reconcile ledgers and accounts according to generally accepted accounting principles. Incumbents prepare and analyze financial information and prepare reports and financial statements based upon the analysis performed.

RESPONSIBILITIES

1. Analyzes and monitors budgets and expenditures for compliance with fiscal accountability and reporting requirements.
2. Completes cost analyses.
3. Reviews and prepares journal entries.
4. Reconciles journal entries, monetary transfers, and inventory control procedures.
5. Prepares financial reports and statements; monitors for accuracy and completeness.
6. Resolves basic accounting discrepancies.
7. Interacts with departments and colleges as assigned.
8. Reviews, analyzes, and verifies accuracy and completeness before approving entries and requests processed by campus personnel.
9. Reviews new index and organization code requests, assigns numbers, and sets up accounts in Banner.
10. Administers the filing of sales tax to the State of Utah. Reviews the data collected and files tax reports to the state.
11. Advises, monitors, supports, assists, and trains Business Services personnel on finance related items.
12. Prepares invoices to outside agencies.
13. Compiles and reviews award and grant contracts.
14. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in accounting or related field plus two years of experience or equivalent education plus experience is required.

Knowledge, Skills, and Abilities

1. Proficient in spreadsheet, word processing, and database applications.
2. Knowledge of federal and state regulations and University financial policies and procedures.
3. Ability to analyze and interpret financial data and prepare financial reports, statements, and/or projections.
4. Knowledge of finance, accounting, budgeting, and cost control procedures.
5. Ability to set up and maintain financial accounts and ledgers.
6. Ability to work independently and prioritize workload.
7. Knowledge of financial software tools to quantify and illustrate routine financial reports, statements, and/or projections.
8. Skilled with balancing and reconciling accounts.

Approver(s)

 This approval process is currently in progress.

Approver	Phone	Date	Status
[REDACTED]	[REDACTED]	1/23/2019 4:20 PM	Approved
[REDACTED]	[REDACTED]	1/23/2019 4:50 PM	Viewed
HR Office		1/22/2019 11:33 AM	Pending

Contact

Have any questions?

Contact [REDACTED]
HOME: [REDACTED] 
EMAIL: [REDACTED] 

You can approve or decline this pending job from this page.

Please enter any comments or notes you have and then choose Approve or Decline. If you do not click one of the buttons below, the approval/decline will not complete.

Decline

Approve

Here you can see who in the approval chain has approved it, and who it will go to next.

At the bottom of the page, you will see a text box where you can provide comments. You can then 'Approve' or 'Decline' the position. If declined, the position will return to the Business Services Representative who initiated the requisition. If you choose to decline a position, please provide comments in the text box provided.

usu.icims.com says
Are you sure you wish to approve?
Cancel OK

RESPONSIBILITIES

1. Analyzes and monitors budgets and expenditure
2. Completes cost analyses.
3. Reviews and prepares journal entries.
4. Reconciles journal entries, monetary transfers, a
5. Prepares financial reports and statements; monitors for accuracy and completeness.
6. Resolves basic accounting discrepancies.
7. Interacts with departments and colleges as assigned.
8. Reviews, analyzes, and verifies accuracy and completeness before approving entries and requests processed by campus personnel.
9. Reviews new index and organization code requests, assigns numbers, and sets up accounts in Banner.
10. Administers the filing of sales tax to the State of Utah. Reviews the data collected and files tax reports to the state.
11. Advises, monitors, supports, assists, and trains Business Services personnel on finance related items.
12. Prepares invoices to outside agencies.
13. Compiles and reviews award and grant contracts.
14. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in accounting or related field plus two years of experience or equivalent education plus experience is required.

Knowledge, Skills, and Abilities

1. Proficient in spreadsheet, word processing, and database applications.
2. Knowledge of federal and state regulations and University financial policies and procedures.
3. Ability to analyze and interpret financial data and prepare financial reports, statements, and/or projections.
4. Knowledge of finance, accounting, budgeting, and cost control procedures.
5. Ability to set up and maintain financial accounts and ledgers.
6. Ability to work independently and prioritize workload.
7. Knowledge of financial software tools to quantify and illustrate routine financial reports, statements, and/or projections.
8. Skilled with balancing and reconciling accounts.

Once you select 'Approve' or 'Decline' a prompt will appear at the top of the screen asking if you wish to 'Approve' or 'Decline'. Select 'OK'.

Here is an example of how comments will appear. Please note that comments are not confidential and can be viewed by all security groups in the system.

Approver(s)

i This approval process is currently in progress.

Approver	Phone	Date	Status
[REDACTED]	[REDACTED]	1/24/2019 3:53 PM	Viewed
Job Approval Note (Approved)			
This looks great!			
[REDACTED]		1/24/2019 2:16 PM	Pending
HR Office		1/24/2019 2:16 PM	Pending

Contact

Have any questions?

Contact [REDACTED]

HOME: [REDACTED]

EMAIL: [REDACTED]

You can approve or decline this pending job from this page.

Please enter any comments or notes you have and then choose Approve or Decline. If you do not click one of the buttons below, the approval/decline will not complete.

[Text Area]

Decline

Approve

Decision Made

✔ Thank you! Your decision to approve has been recorded. Your approval will be routed to the next person in the approval chain.

A tab will open in your internet browser that will confirm your approval of the requisition. This will complete your step of the approval process.

Option 3:

USU LOGIN

CENTRAL AUTHENTICATION SERVICE

Need your A-Number?

Forgot your password?

LOGIN

Go to jobs.usu.edu and select the Department/Committee Member login option. Login to your account using your A-number and strong password.

Authentication through login.usu.edu provides single sign-on access to many campus systems and resources. When logging out, close your web browser to protect your identity.

QUICK LINKS →

Shortcuts



Tasks (0)

My Jobs Listing-Department Head/Director

Jobs Pending My Approval	1
Open Jobs	1
Pending Jobs	2
Closed Jobs	1
Jobs on Hold	0
Not Approved Jobs	0

My Jobs Listing-Committee Chair

Closed Jobs	0
Jobs on Hold	0
Not Approved Jobs	0
Open Jobs	1
Pending Jobs	0

My Jobs Listing-Search Committee

Open Jobs	1
Pending Jobs	0
Closed Jobs	0
Jobs on Hold	0
Not Approved Jobs	0

Talent Portals / Resources

Utah State University
iCIMS Knowledgebase
iCIMS Hiring Manager Access Training
iCIMS Hiring Manager Platform Introduction

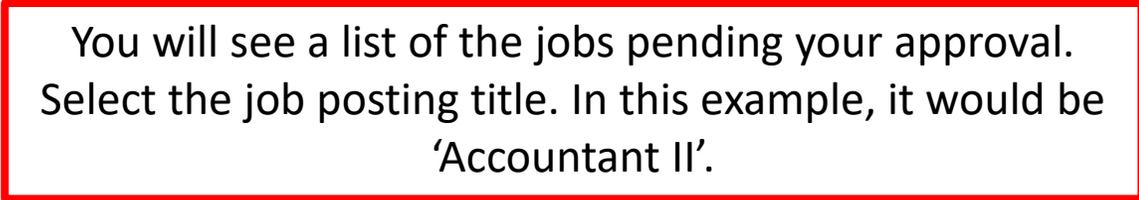
My Jobs Chart

You will be redirected to your dashboard. Under the 'My Jobs Listing-Department Head/Director' widget, you will see an option that says 'Jobs Pending My Approval.' If you have a job that needs to be approved, you will see a number indicated. Select the title 'Jobs Pending My Approval' to view the job(s).



Requisition Search Results (1 Found)

<input type="checkbox"/>	Requisition ID	Job Posting Title	Committee Chair : Full Name: F...	Location : Name Linked	Position Location : Location	Updated Date	Job Status (Folder)
<input type="checkbox"/>	2019-1200	Accountant II		Logan	US-UT-	1/24/2019 5:52:17 PM	Pending Approval



You will see a list of the jobs pending your approval. Select the job posting title. In this example, it would be 'Accountant II'.

Shortcuts

Tasks (0)

ID 2019-1200

REQUISITION

Accountant II

Committee Chair: [REDACTED]

PENDING APPROVAL

PENDING OPEN CLOSED

# Pending	# Started	# Completed	# Days In Pending Approval
2	0	1	11

Utah United States

All Activities ▾

- Email Sent 5 minutes ago
- Note Updated 5 minutes ago
- Job Approval 5 minutes ago
By [REDACTED]
For Accountant II
Edited Job Approval Status to for Accountant II
- Job Approval Viewed 7 minutes ago
By [REDACTED]
For Accountant II
Edited Job Approval Status to Viewed for Accountan...
[Read More](#)
- Job Approval Notified 7 minutes ago
By [REDACTED]
For Accountant II
Edited Job Approval Status to Notified for Accountan...
[Read More](#)

[Load More](#)

People Detail Description Advertising iForms (Workf... Approval Attachments

Filters

By Workflow By Status By Source By Application Date By Distance

Displaying 0 Results

No results were found.

You will be redirected to the position. You can select the various tabs to review the position details. You will then select the 'Approval' tab.



ID 2019-1200



REQUISITION

Accountant II

Committee Chair: [Redacted]

PENDING APPROVAL

PENDING



OPEN



CLOSED



# Pending	# Started	# Completed	# Days In Pending Approval
2	0	1	11

Utah United States

All Activities

Email Sent 5 minutes ago

Note Updated 5 minutes ago

Job Approval 5 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to for Accountant IIJob Approval Viewed 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Viewed for Accountan...
[Read More](#)Job Approval Notified 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Notified for Accountan...
[Read More](#)[Load More](#)

Approver(s)

This approval process is currently in progress.

Approver	Phone	Date	Status	Resend
[Redacted]	8012433124	1/24/2019 5:54 PM	Approved	
Job Approval Note (Approved) -----				
[Redacted]		1/24/2019 5:59 PM	Viewed	
HR Office		1/24/2019 4:16 PM	Pending	

You can approve or decline this pending job from this page.

Please enter any comments or notes you have and then choose Approve or Decline. If you do not click one of the buttons below, the approval/decline will not complete.

You will see a text box where you can provide comments. You can then 'Approve' or 'Decline' the position. If declined, the position will return to the Business Services Representative who initiated the requisition. If you choose to decline a position, please provide comments in the text box provided.

Decline

Approve

QUICK LINKS

Shortcuts

Tasks (0)

ID 2019-1200

REQUISITION

Accountant II

Committee Chair: [Redacted]

PENDING APPROVAL

PENDING OPEN CLOSED

Pending: 2 | # Started: 0 | # Completed: 1 | # Days In Pending Approval: 11

Utah United States

All Activities

- Email Sent 5 minutes ago
- Note Updated 5 minutes ago
- Job Approval 5 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to for Accountant II
- Job Approval Viewed 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Viewed for Accountant II
[Read More](#)
- Job Approval Notified 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Notified for Accountant II
[Read More](#)

[Load More](#)

usu.icims.com says

Are you sure you wish to approve?

Cancel OK

People Detail Description Advertising Forms (work...) Approval Attachments

Approver(s)

This approval process is currently in progress.

Approver	Phone	Date	Status	Resend
[Redacted]	8012433124	1/24/2019 5:54 PM	Approved	
Job Approval Note (Approved)				
[Redacted]		1/24/2019 5:59 PM	Viewed	
HR Office		1/24/2019 4:16 PM	Pending	

You can approve or decline this pending job from this page.
Please enter any comments or notes you have and then choose Approve or Decline. If you do not click one of the buttons below, the approval/decline will not complete.

Once you select 'Approve' or 'Decline' a prompt will appear at the top of the screen asking if you wish to 'Approve' or 'Decline'. Select 'OK'.

[Decline](#) [Approve](#)



ID 2019-1200



REQUISITION

Accountant II

Committee Chair: [Redacted]

PENDING APPROVAL



# Pending	# Started	# Completed	# Days In Pending Approval
2	0	1	11

Utah United States

All Activities

- Email Sent 5 minutes ago
- Note Updated 5 minutes ago
- Job Approval 5 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to for Accountant II
- Job Approval Viewed 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Viewed for Accountan...
[Read More](#)
- Job Approval Notified 7 minutes ago
By [Redacted]
For Accountant II
Edited Job Approval Status to Notified for Accountan...
[Read More](#)

Load More

Decision Made

✓ Thank you! Your decision to approve has been recorded. Your approval will be routed to the next person in the approval chain.

A message will appear confirming your approval of the requisition. This will complete your step of the approval process.