Approval Process

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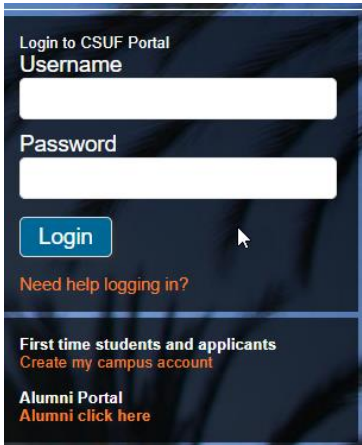
Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identify you as an internal CSU user. Only internal users can access the system.
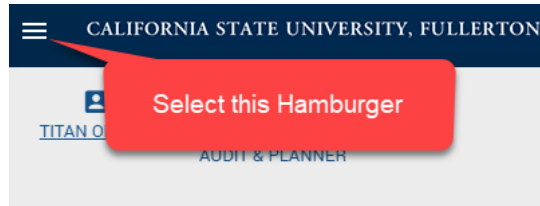
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.

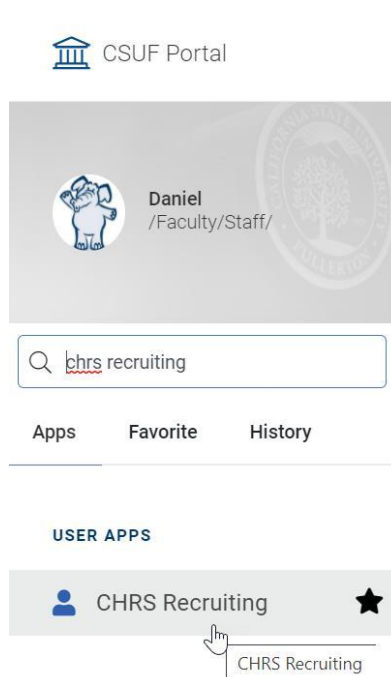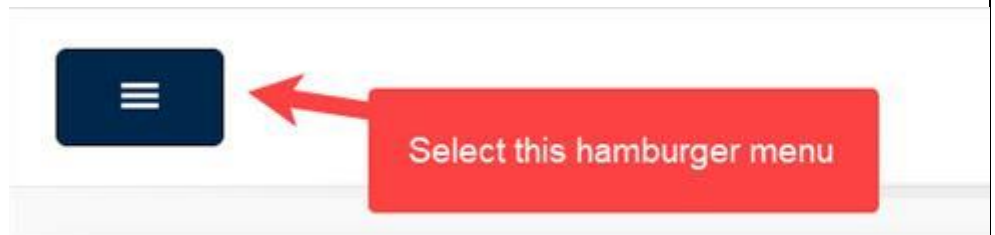|	
1. **Open a web browser (Google Chrome is recommended)** **IMPORTANT: POP-UP Blocker needs to be turned-off.**	
2. **Log into the Portal and enter your username and password**	Login to CSUF Portal **Username** **Password** Login Need help logging in? **First time students and applicants** Create my campus account **Alumni Portal** Alumni click here

3. Search for the CHRS Recruiting App	**Current Portal (before 10/4/2021):** ≡ CALIFORNIA STATE UNIVERSITY, FULLERTON Select this Hamburger TITAN O___ AUDIT & PLANNER ← CALIFORNIA STATE UNIV Search "CHRS Recruiting" 🔍 Search apps, people, classes & web **New Portal (as of 10/4/2021):** ≡ Select this hamburger menu 🏛 CSUF Portal Daniel /Faculty/Staff/ 🔍 chrs recruiting Apps Favorite History **USER APPS** 👤 CHRS Recruiting ★ CHRS Recruiting

Introduction

This guide will navigate you through the approval processes for the Position Description, Job Requisition Card and Offer Recommendation Card. You will select the appropriate approval process depending on the number of approval levels for your area.

Position Description Approval

1. Approval E-mail Via email, a request will be sent out for review and approval. **Option A:** You can reply to the initial email by typing "Approve" in the body of the email *****Important: The correct spelling is required for approval using this method***** **Option B:** You can click on "VIEW_POSITIONDESCRIPTION" to view the file. Scroll to the bottom to click on "Approve" or "Decline" button	**CALIFORNIA STATE UNIVERSITY** **FULLERTON** **HUMAN RESOURCES,** **DIVERSITY & INCLUSION** Hello Phenicia, A position description for **Payroll Technician II** has been forwarded to you for your approval. To approve the job requisition via email, please reply to this email with the word "**Approve**". **Please Note: the word "Approve" is the only valid response accepted via the email job approval option.** OR To view the position description in more detail, approve, provide comments or decline, please click the following link to login **VIEW_POSITIONDESCR** Please discuss any changes with the "Hiring Manager" prior to making your decision. You can also decline the job if this requisition is not approved. **Job Details:** Job Title: Payroll Technician II Division: VP, HR, Diversity & Inclusion College/Department: Payroll Services - 10182 Manager: Melvin Alegado, Talent Acquisition Manager Thank you, **Talent Acquisition Team** California State University, Fullerton Human Resources Diversity & Inclusion
2. Notifications of Revision During the approval process, if someone updates any field(s), you will be notified	noreply@calstate.edu <noreply-873@mail.pageuppeople.com> Alegado, Melvin **Position description approval update** Hi Melvin, The position description Payroll Technician II **-** position description number: 448 has been updated by Juanita Arreola. To view the Position Description, please click the following link: View Position Description. Regards, Fullerton Recruitment Team

3. Confirmation E-mail To view the updates on the requisition, click on the ellipses menu and click on "Revision History"	
4. Confirmation E-mail A. After the position description is fully approved, you will receive the following confirmation email. Once fully approved, please proceed forward to "Recruit for Position" B. Select the "View Position Descriptions" link	noreply@calstate.edu <noreply-873@mail.pageuppeople.com> Alegado, Melvin 6/5/ **Position description approval process approved** 🛈 You forwarded this message on 6/7/2019 12:29 AM. Hi Melvin, The position description Payroll Technician II - Position description Number: 450. has been approved. To view the position description, click the following link: View Position Description. Regards, Fullerton Recruitment Team

5. Campus Login C. Select "Fullerton" for campus login D. Enter your username and password	
6. Recruit for Position A. The approved position description will be displayed. B. Select the "Recruit for Position" button. This will open the job requisition card to recruit/post this position	
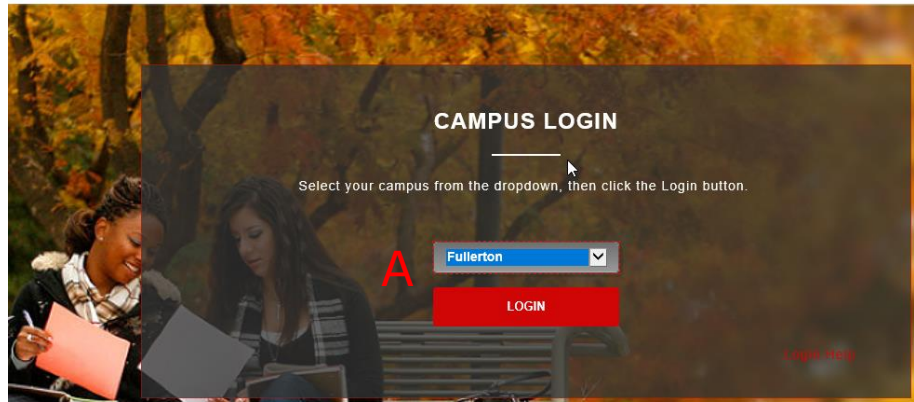
Job Requisition Card Approval

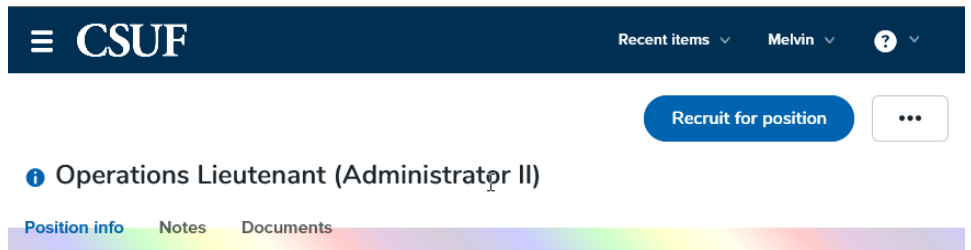|	
1. Approval E-mail Via email, a request will be sent out for review and approval **Option A:** You can reply to the initial email by typing "Approve" in the body of the email **Option B:** You can click on "View requisition" to view the job. Scroll to the bottom to click on "Approve" or "Decline"	Hello Jeffrey, A job requisition for position **Casual Worker** - Job Number: **493620**. has been forwarded to you for your approval. To approve the job requisition via email, please reply to this email with the word "**Approve**". **Please Note: the word "Approve" is the only valid response accepted via the email job approval option.** OR To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login **View requisition** Please discuss any changes with the "Hiring Manager" prior to making your decision. You can also decline the job if this requisition is not approved. **Job Details:** Job Title: Casual Worker Division: VP, Academic Affairs College/Department: College of Arts Manager: Arnold Holland, Associate Dean, College of the Arts Position Type: **Staff** Job Type: **Temporary** Time Basis: **Part Time** Thank you, **Talent Acquisition Team** California State University, Fullerton Human Resources Diversity & Inclusion
2. Confirmation E-mail After the job requisition is fully approved, you will receive a confirmation email. One of the following actions will result from this confirmation: **Option A:** The position will be posted **Option B:** The emergency hire, casual worker or special consultant position will be processed accordingly	Hi Jeffrey, The requisition for position FL - Admin Support Assistant II - Job Number: 493392 has been approved. To view, click the following link: View requisition Regards, Fullerton Recruitment Team

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Offer Recommendation Card Approval

1. Approval E-mail
 	
  A. A request will be sent out for review and approval via e-mail
 	
  B. Click the "Click here" link to review and approve the offer card
 	
***Important:
Review candidate,
salary, and start
date information***
	CSUF_HRDI@noreply.edu <CSUF_HRDI-873@mail.pageuppeople.com> Lum, Jeffrey 6/
	Quick Hire Recommendation Form Approval
	
	Dear Jeffrey,
	
	Please review the offer details for Jennie Ho for the position of Physician - Range A, job number 493441.
	
	Please click on the link to view, amend, and approve or decline the offer Click here. If approved, the offer details will automatically route to the next approver. If you are the final approver, HRDI will be notified.
	
	If you have any questions, please contact HRDI at Ext. 2489.
	
	Thank you,
	Talent Acquisition Team
	California State University, Fullerton
	Human Resources Diversity & Inclusion

9/1/2021

2. Offer Card Review A. Review/enter Start date B. Review/enter End date if applicable	**POSITION DETAILS** Job Code/Employee Class: `Admin Support Coord 12 Mo` 🔍 ✏️ Job Code: 1035 ⌄ Hiring Type: `Probationary` ▾ Start date:* **A** `[____]` 📅 End date if applicable: **B** `[____]` I 📅 Probation End Date: `[____]` 📅 FTE: `1.000000` Hours Per Week: `40.00` FLSA Status: `Non-Exempt` ▾ Union: `Select` ▾ Union Language: `[_____]` Mandated Reporter: `Not mandated` ▾ NCAA: ○ Yes ● No Sensitive Position: `Requiring heightened scrutiny of individuals holding the position based on pot` ▾ Conflict of Interest: `None` ▾ Concurrent Hire: ○ Yes ● No Rehired Annuitant: ○ Yes ● No
3. Offer Card Approval tracking Users can track the progress of approvals by viewing the "Approval process-Campus" section of the offer card	▭ Approval process - Campus Originator:* FL-Matt Manager - Base Approval process - Campus: FL - Student Assistant (2 Approvers) Approval workflow initiated: Apr 20, 2020, 12:47pm PST 1. Dept. Supervisor: Christopher Reyes ✔ Approved Apr 20, 2020 2. Appropriate Administrator: Melvin Alegado ⓘ You are here 3. HRDI Student Employment: Christopher Reyes Edit Cancel

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4. Confirmation E-mail

A. Once the offer is fully approved, you will receive a confirmation of the approval

B. The recruiter will prepare the offer for finalization

noreply@calstate.edu <noreply-873@mail.pageuppeople.com>   Lum, Jeffrey

Offer approved

Hi Jeffrey,

The Job Offer for Janet Enriquez for position of FL - Admin Support Assistant II - Job Number: 493392 has been accepted and the offer letter is being prepared.

Should you have any questions, please feel free to give me a call at the number listed below.

Regards,

Jeffrey Lum
Admin Analyst/Spclst 12 Mo
657/278-3571
jlum@exchange.fullerton.edu

9/1/2021

Appendix

9/1/2021

Position Description Approval Processes

FL – PD Approval (HRDI Only)

FL – PD Approval (Staff/MPP) – Dept Head

FL – PD Approval (Staff/MPP) – No Dept Head

Approval Process	Description
FL – PD Approval (HRDI Only)	This is for HRDI use only, do not select.
FL – PD Approval (Staff/MPP) – Dept Head	This is a 3-level approval processfor Staff/MPP that requires a Department Head to approve, such as Associate Dean, Executive Director, Director.
FL – PD Approval (Staff/MPP) – No Dept Head	This is for Staff/MPP that does not require a Department Head for approval.

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Job Requisition Approval Processes

FL – Quick Hire

FL – Staff MPP

FL –HRDI USE ONLY

Approval Process	Description
FL – Quick Hire	Select this for Quick Hire positions, such as emergency hires, special consultants and casual workers. This is the approval process order: • MPP Supervisor/Associate Dean • Position Management • Appropriate Administrator/Dean HRDI Classifier
FL – Staff MPP	Select this for Staff/MPP ongoing, long term temporary, and posted positions. This is the approval process order: • MPP Supervisor • Vice President or designee (i.e. Dean or AVP) • HR Job Posting
FL –HRDI USE ONLY	This is only for Human Resources, Diversity and Inclusion.

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