Correcting or Terminating Approval Path
Taleo Version 21A

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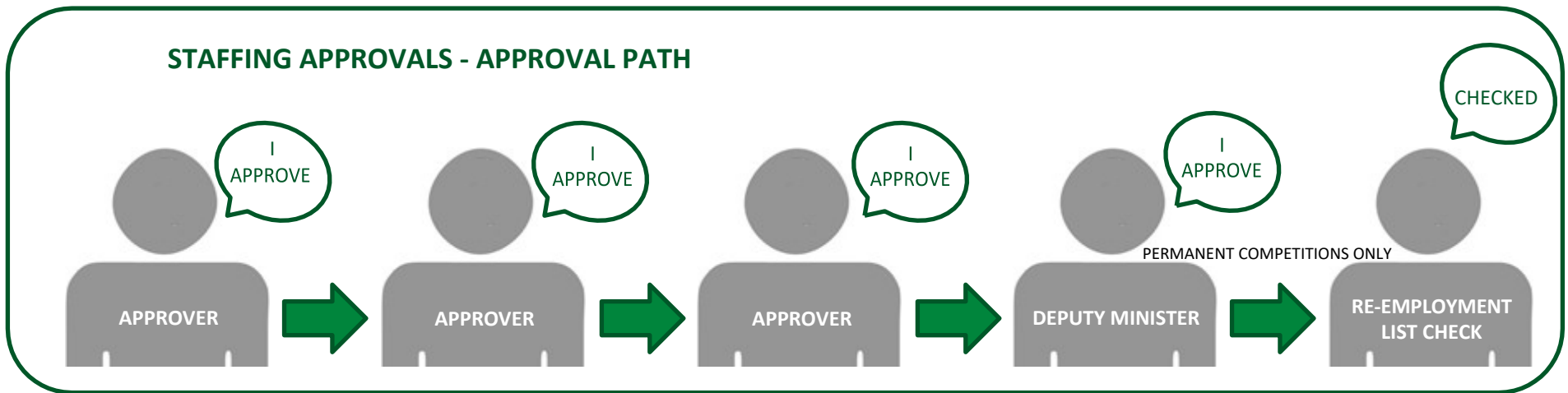Saskatchewan

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Before You Begin

You will need the list of required approvers within the ministry, called the Approval Path. The Approval Path will differ, from one ministry to the next.

If you are unsure of your ministry's Approval Path, consult with your Manager, Director, or Executive Director.

Every competition must be approved by the ministry's Deputy Minister (or designate) within Taleo.

The Re-Employment List Check must be the last approver for every permanent competition. Non-permanent competitions do not require Re-Employment List Check.

STAFFING APPROVALS - APPROVAL PATH

Reordering, Removing, or Adding Approvers

From the Requisition List in Taleo, click the title of the job.

Click the **Approvals** tab.

The Approval Request email is sent to approvers in the order they appear in the Approval Path. As soon as an approver approves, the next Approver will receive the Approval Request email.

To determine who has already made their Approval Decision, refer to the Decision column. Those who have not yet made a decision will be blank.

The top-most Approver who is blank has received the Approval Request email, and their decision is still pending.

Because the Approval Request email has already been sent, it is not possible to:

- Recall an Approval Request email
- Remove an Approver who has already received the Approval Request email
- Insert an Approver before someone who has already received the Approval Request email

Click **Modify Approval Process** link.

Reorder Approvers

You can reorder the list if needed, by changing the numbers to the left of each name, then clicking the **Reorder** link at the top of the list.

The **Reason for modifying the approval process** field is mandatory.

Click **Save and Close** when all of the correct Approvers are in the correct order.

Remove Approvers

To remove an Approver that has not yet received the Approval Request email, click the ⊗ to the right of the Approver's name.

The **Reason for modifying the approval process** field is mandatory.

Click **Save and Close** when all of the correct Approvers are in the correct order.

Add Approvers

Click **Add Approvers**.

Use the **Filters** section in the left panel to search for the names of your Approvers, then click the **Apply Filters**. Check the box beside the Approvers name in the order that they will approve (for example, a Director will appear before an Executive Director).

Your Manager, Director, or Executive Director can assist you in identifying your approval path, if you are unsure.

Click on **Add/Update Approvers**.

The last approvers must be:
- **Deputy Minister (or designate), then**
- **"Re-employment List Check" (permanent positions only)**

The Approvers you add will appear at the bottom of the list. Reorder the list if needed.

The **Comment to Approvers** or **Reason for modifying the approval process** field is mandatory.

Terminating Approval

From time to time, reordering, removing, or adding Approvers is not sufficient to correct an Approval Path, and the Path must be terminated and started again.

To Terminate an Approval, you must be the Hiring Manager or Hiring Manager Assistant for the competition. Collaborators do not have the system permission to do this activity.

From the **More Actions** drop-down menu, click **Terminate Approval Process.**

In the Comments box, indicate why the Approval is being terminated, then click **Terminate approval process**.

The Recruiter, Hiring Manager, and Hiring Manager Assistant will receive an email confirming termination of the Approval Path, and the competition's status will go back to Draft.

You can now proceed to Request Approval using the correct Approvers.