When a position is established or changed by an Agency HR Position Specialist, the transaction is routed to the appropriate approving authority. Approvers at the State of Connecticut access positions pending their approval via the Approvals tile, which can be found via one of the following paths:
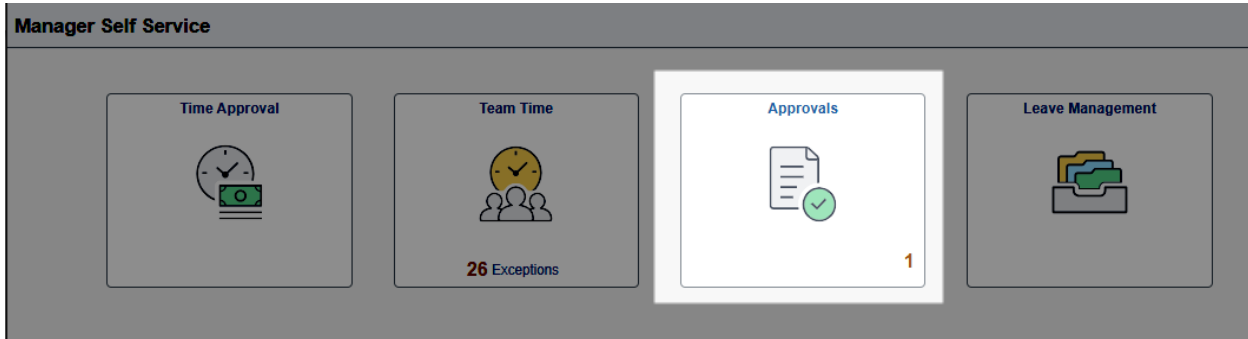
Core-CT HRMS > Workforce Administrator > Approvals
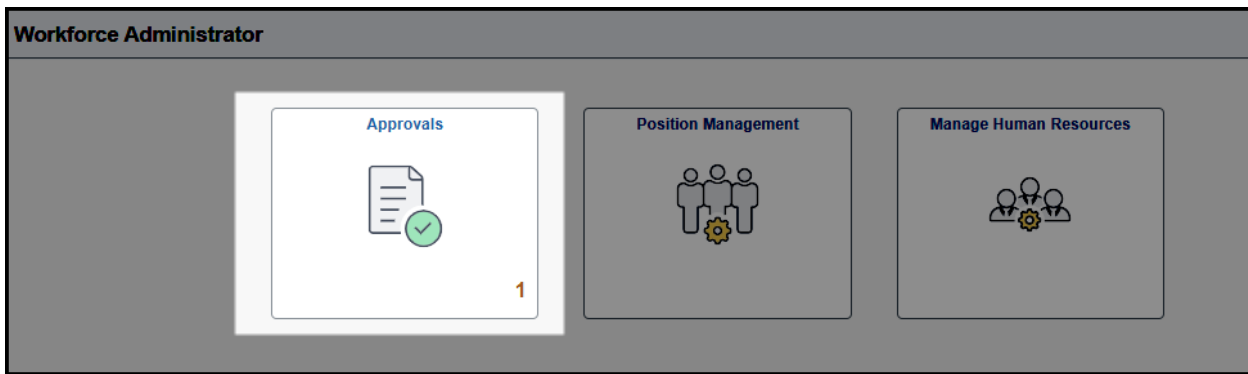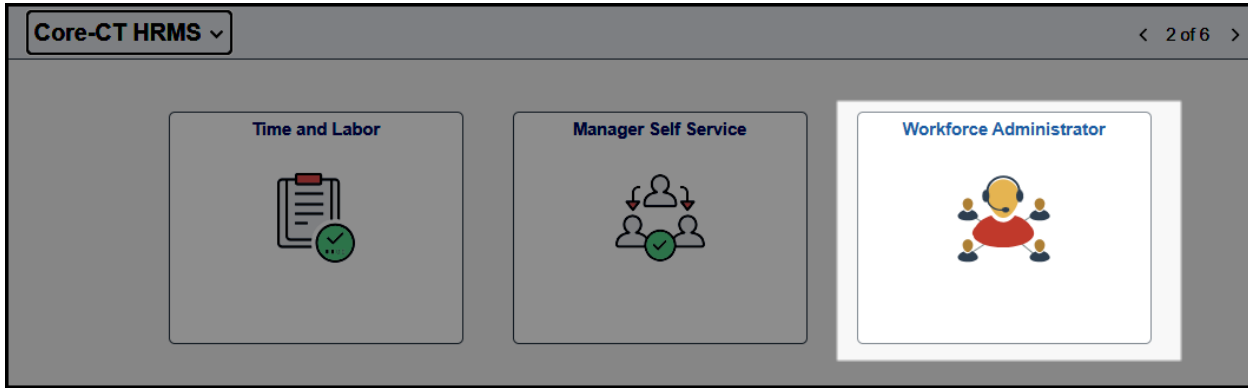
Or ***Core-CT HRMS > Manager Self Service > Approvals***

Manager Self Service

| Time Approval	Team Time	Approvals	Leave Management
	26 Exceptions	1	
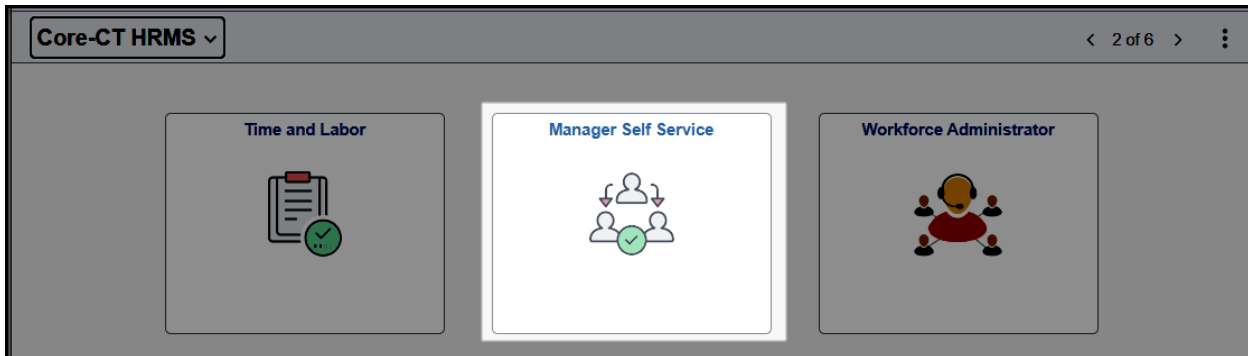
The Approvals tile will reflect the total number of items currently pending that approver's review in the lower right-hand corner. Clicking on the tile will bring the user to the Pending Approvals page, where all items currently pending their approval will be displayed, as shown below:

Pending Approvals

View By: Type

All ⊕	2	**All**
Create Position ⊡	1	2 rows
Manage Position ⊡	1	

DEPT:.
Create Position   Position Number 00144672   Routed   >
Staff Attorney 2   New Position   11/04/2024

DEPT:
Manage Position   Position Number 00018124   Routed   >
SupvsngDSWkr2   Position Reclassification   11/19/2024

The Pending Approvals page includes a "View By" feature on the left-hand panel to sort positions by any of the following: 'Date Routed', 'From' (the most recent approver of the transaction, or the originator if viewing as the first approver), 'Requester' (the originator of the position transaction), and 'Type' (new positions or updates to existing positions).
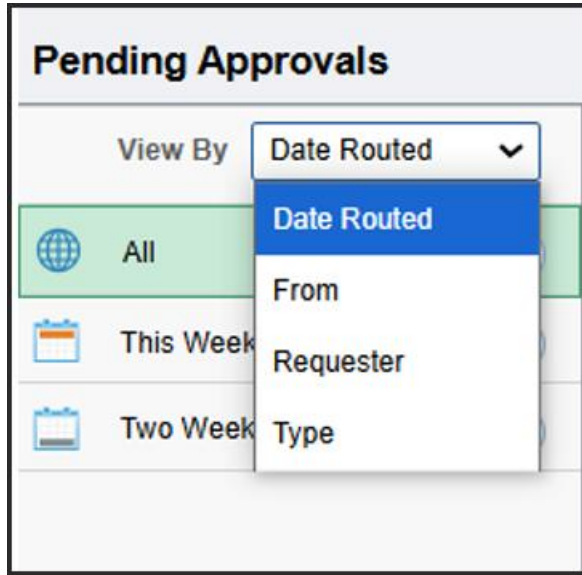
Pending transactions can also be filtered by these values using the icon just above the list of positions (highlighted below):
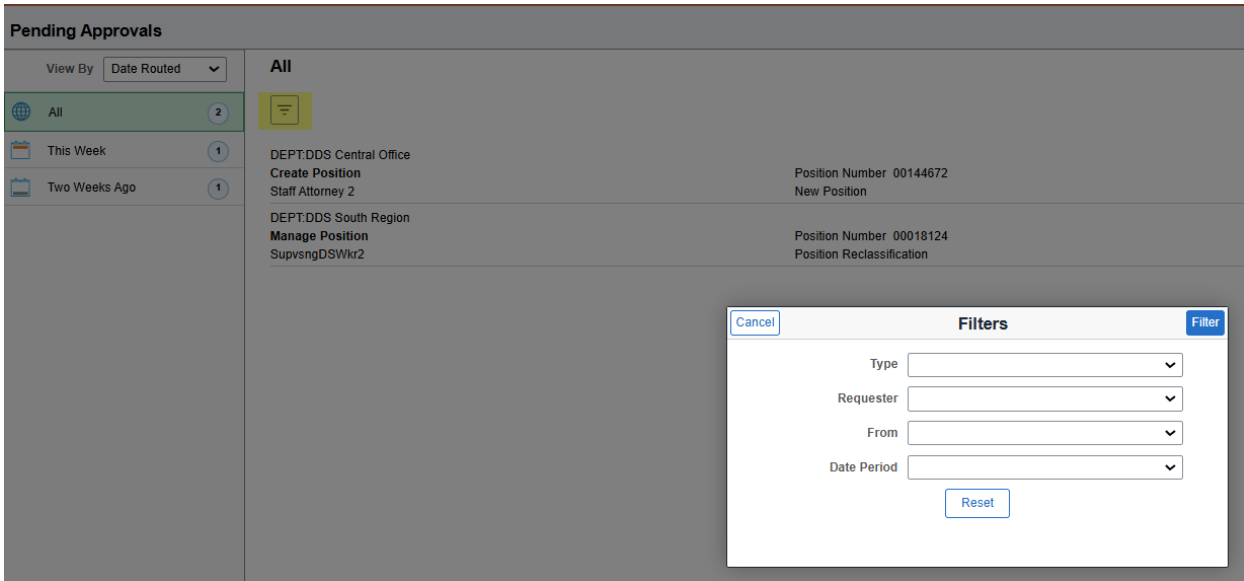
The approver will select an individual position to review by clicking anywhere on the row with that position number. This will bring the user to the Manage Position screen shown below.

Manage Position

Position Number 00018124

Title SupvsngDSWkr2

[Approve] [Deny] [Pushback]

Effective Date 11/19/24

Effective Sequence 0

Action Reason PRC

Proposed Changes

Description	Proposed	Current
Action Date	11/19/2024	06/24/2024
Reason Code	PRC	FYL
Description	SupvsngDSWkr2	DevelopmentalServicesWorker2
Short Description	SpvDSWkr2	DSW2
Salary Grade	020	016
Job Code	5663HN	5662HN
Manager Level	S	W
Position Status	Proposed	A

⌄ Additional Details

View Position Details   Edit Details

Approver Comments

Approval Chain   >

The Manage Position screen includes the following:

Proposed Changes: Two columns compare the proposed values as compared to the position's current values. For new positions, only the proposed values will be populated.

Additional Details:
- **View Position Details** will open the pending position transaction in a separate window. This allows the approver to review all the fields on the position, not just those that have been changed.
- **Edit Details** allows the approver to edit details of the transaction, if necessary. Note that if using this feature, the approver will proceed through the Activity Guide, as if initiating a new position transaction. Once the changes have been made, the approver will be prompted to return to the Manage Position page above to approve the position. When changes are made by the approver, the system will evaluate whether the changes alter the established workflow path. If so, the changes will require that the position be pushed back to the originator to have the path reset by resubmitting the action.

Approver Comments: Approvers can enter comments when approving, denying, or pushing back a position. These comments will be added to the Approval Chain.

Approval Chain: The approver can select the Approval Chain to view a list of the approvers that are required for this transaction, listed in order of routing. As approvers add comments and act on the position, the Approval Chain will be updated to include timestamps of each approval as well as any comments made.

Attachment Details: If the originator of the transaction has added Attachments (either as a document upload or as a note), the Manage Position screen will also include a link to open and view the note text or open the uploaded attachment.

Notification bell icon

An alternate way for approvers to access items pending their approval is through the notification bell icon, found on the upper right-hand side of the Core-CT homepage. When a new transaction is submitted that requires a user's approval, a green dot will appear just beside the bell icon.
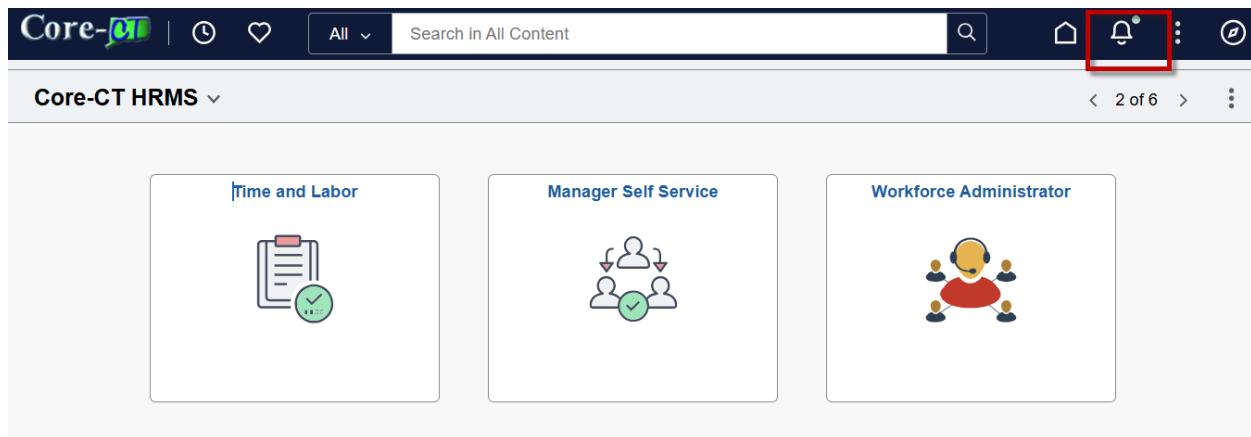
The approver can click on the bell icon and a list of items pending their approval will appear. Clicking on the Action link will bring the user to the Manage Position approval page for that position.
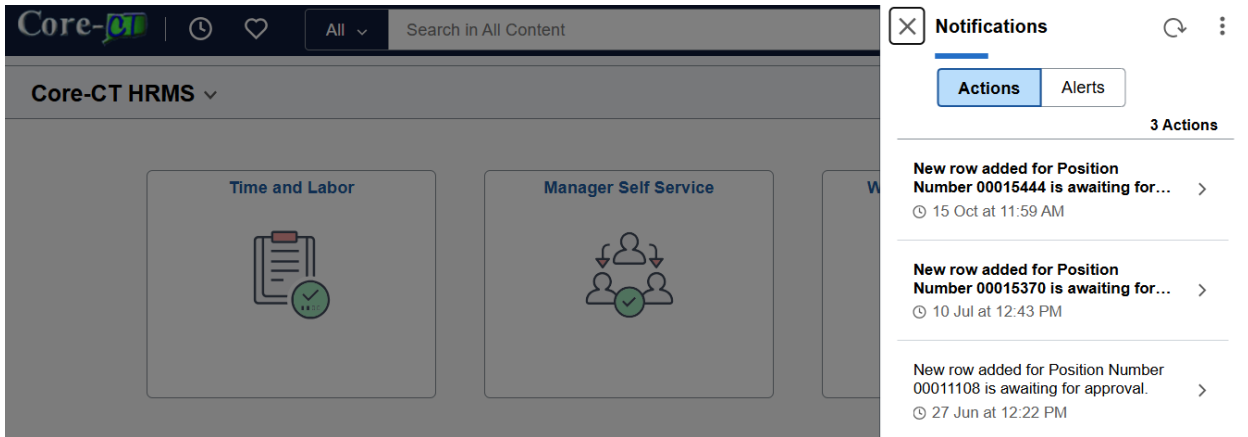
On the Manage Position page, after reviewing the proposed position changes, the approver will select the Approve, Pushback, or Deny button. A description of these actions is below:

Actions	Next Processing Step
Approve	• The position proceeds to the next authorized reviewer. • The next authorizing approver opens the position from their Approvals tile and reviews the pending changes. They select the 'Approve' button and enter comments in the 'Approver Comments' box. • The position is routed to all the authorized reviewers, accessed via the Approvals tile. • Once the position status field has been set to 'Approved', the Agency HR Specialist will receive a notification via the notification bell icon on their homepage. The Agency HR Specialist is then able to hire, transfer or reclassify an employee into the approved position.
Pushback	• The position proceeds to the next authorized reviewer. • The next authorizing approver opens the position from their Approvals tile and reviews the pending changes. If the transaction requires revision or more information before approval, the approver selects the 'Pushback' button on the Manage Position page. The approver includes comments indicating why the position is being pushed back. • The position returns to the Agency HR Position Specialist that originated the request, with a position status of 'Proposed' and an Approval Status of 'Rework.' • The Agency HR Specialist receives a notification via the

	notification bell icon on their homepage that the position has been pushed back. The HR Specialist reviews the comments, reevaluates, investigates, and updates any applicable fields for the position before it gets resubmitted through the approval workflow.
	• If revision to the request is required, the user adds a new row and makes necessary changes before routing it once again for the approvers' review. Certain changes will require Core-CT intervention (e.g. a change to an earlier effective date). If the agency no longer wishes to pursue the proposed action, proposed transactions can be deleted by Core-CT.
	• All pushed-back actions require a resubmission with new information, a change back to the last approved status of the position <u>or</u> a deletion of the proposed rows to return to prior status and no longer have the position status of <u>Proposed</u>.
	• These positions ARE NOT processed during Fiscal Year End transition and must be updated as indicated to establish proper payroll funding.
Deny	• The position proceeds to the next authorized reviewer.
	• The next authorizing approver opens the position from their Approvals tile and reviews the pending changes. If the transaction cannot be approved, the approver selects the 'Deny' button on the Manage Position page. The approver includes comments indicating why the position is being denied.
	• The Agency HR Specialist that originated the request receives a notification via the notification bell icon on their homepage that the position has been denied. The Approval Status will reflect 'Denied' and the position status will reflect 'Rejected'.
	• The Agency HR Specialist reviews the position, reevaluates, investigates, and determines if further action is needed.
	• If a position exists and a change has been denied and <u>will not</u> be resubmitted, clear the proposed status by adding a new effective dated row with a reason of 'PGC – Position General Change' and all values returned to those on the last approved row. Core-CT can also delete the proposed rejected rows to return the position to prior status.
	• These positions ARE NOT processed during Fiscal Year End transition and must be updated as indicated to establish proper payroll funding.

Approval Chain

In the upgraded version of Core-CT, the Position Approval tab has been replaced by the Approval Chain. Each transaction that requires approval will have an Approval Chain generated when the position action is submitted. The Approval Chain will list the roles who must approve the transaction, in order of routing, as well as the names and titles of the individuals who have that approval role within the agency.

As the position continues through workflow, the Approval Chain will be updated to include approvers' comments as well as timestamps of when each approval was made. In the example below, only the CT Agency Personnel Administrator has approved the position thus far. Their comment can be found at the bottom of the chain. The position is currently pending approval by the CT Agency Budget Specialist. After the CT Agency Budget Specialist's approval, the position will route to the CT DAS Position Analyst and so on.

Approval Chain ×

Create Position

∨ New Position   Pending

PositionApprovalAll

✓ Approved

Renata Freeman
CT Agncy Personnel Admnstrtr   >
10/02/24 9:57 AM

⧖ Pending

Multiple Approvers
CT Agncy Budget Specialist   >

▷ Not Routed

Multiple Approvers
CT DAS Position Analyst   >

▷ Not Routed

Julia Donaldson
CT OPM Budget Analyst   >

▷ Not Routed

Julia Donaldson
CT OPM Sr. Budget Analyst   >

▷ Not Routed

Julia Donaldson
CT OPM Section Director   >

▷ Not Routed

Multiple Approvers
CT OPM Budget Director   >

∨ Comments

Renata Freeman at 10/02/24 - 9:57 AM
Approve new position. - RF

The following roles are defined in Core-CT as authorized approvers:

- Agency Personnel Administrator
- Agency Budget Specialist

- DAS Analyst
- OPM Analyst
- OPM Senior Analyst
- OPM Section Director
- OPM Budget Director

The approvals required for a position transaction depend upon the fields being changed as well as the department in which the position resides. Below is a listing of each approver role and the position changes requiring their approval.

Agency User	Responsibilities

Agency Personnel Administrators and Budget Specialist	- Approvers are responsible for approving position transactions including the establishment, general change, and reclassification (job code change) of a position.
	
	- Approvers at the following agencies are responsible for approving transactions that inactivate a position. These agencies are:
	  - Department of Public Safety
	  - Department of Developmental Services
	  - Department of Mental Health and Addiction Services
	  - Department of Social Services
	  - Department of Correction
	  - Connecticut State Colleges and Universities
	
	- <u>Refill Indicator:</u> When establishing a position or requesting an Individual Position Refill to fill a vacant position, the Agency HR Position Specialist needs to change the refill indicator from its default value of 'Manual' to 'Six Months' to request a six month fill period or 'Automatic' (no approval needed). The system is designed to screen for the last time the refill indicator was changed from manual to six months and approved in the system. Based upon the *action date* the refill indicator is set back to manual on the last business day of the month in which the six month date occurs (i.e. approved on action date 1/5/2025, six months = 7/5/2025, set back done 7/31/2025. Program will not use last day of month if it falls on Sunday or holiday).

Department of Administrative Services (DAS)	- DAS is responsible for approving position transactions for most executive branch agencies including establishments, general changes and reclassifications. These changes includes: job code changes, salary changes (hiring rates or Salary Plan, Grade or

	Step changes), refill indicator, union codes, position end dates, regular/temporary status, and Department ID changes (if outside of the department structure, i.e. DOC to DOC, no approval; DOC to DDS, needs approval). • *Many agencies are not subject to DAS review.
Office of Policy Management (OPM)	• OPM is responsible for approving position transactions, including establishments, general changes and reclassifications (only job code changes at or above the Manager Level of supervisor), combination code (only Fund, Class (SID) changes or changes in the Fund/Class (SID) distribution percentage), refill indicator, position end dates, salary changes, standard hours, full/part time status, regular/temporary status, and Department ID changes (if outside of the department structure, i.e. DOC to DOC, no approval; DOC to DDS, needs approval). • *Many agencies are not subject to OPM review.

Please Note: All new positions except for those in the exempt agencies require approval before an employee can be hired into the position. After all approving authorities have approved a position, the Position Status changes to 'Approved' allowing the Agency to hire an employee.

Retro Effective Dating of Position Transactions (for stipulated agreements, etc.)

• Add a new effective dated row, with a current effective date. Process the requested action as per normal procedures, but include the requested actual retro date which needs to be approved in the 'Description' box and/or as an Attachment Note for ease of reference. Approvers will require persuasive justification to move beyond the normal 30 day retro limit. Once the action is approved by all levels, the user may submit a request for correct history action to correct the effective date through the Core-CT help desk.

• For agencies whose actions do not require approval, once the row is added and saved the request for correct history can be made.

• Agencies also may create new positions to allow a retroactive appointment, but such actions may require additional actions to allow appointment to a vacancy.

• When requesting a correct history action, care should be taken to not change the combination code of the position to reflect the funding which was appropriate at the time the position will be retro actively effective dated for. This can result in the default funding in payroll being changed inadvertently. Combination code changes in position data are loaded to the payroll default table every night in the BATCH processes. If this occurs before the correct history action is done, the change will be made for the current payroll period and all periods after that until another change is made. If a correction needs to be made to the combination code in conjunction with the correction of the effective date, please ask that this be changed at the same time the help desk request is logged for the correct history.

Determining the Status of a Pending Position

- Users should navigate to the Manage Position tile (via ***Core-CT HRMS > Workforce Administrator > Position Management > Manage Position***) to review the status of a pending position. Search for the position using all eight digits, including leading zeroes, to access the Position Details page. Click the blue Approval Chain on a position row to see with whom the position currently resides. The approver listed as 'Pending' currently has the position pending their approval.
- For position approvals completed prior to the PUM upgrade, clicking the Approval Chain link will open the Position Approval tab as a view-only window so that the historical approval information can be reviewed.
- Users can also run the Position Approval History report to determine who currently has the position pending their approval. See separate job aid for detailed instructions located at: http://www.core-ct.state.ct.us/hr/human_resources/doc/pstn_aprvl_hstry_rpt.doc