

LA LOCAL HIRE TRANSITIONS

Adding Approvals in the Create Requisition Process (for TLH and BRIDGE only) (December 2022)

You must add "LA Local Hire Transitions" as an approval in the Create Requisition process.

To add each approval you must:

1. Select the "Approval Group"
2. Select the "Approver(s)" for that group
3. Click "Add Approval Step" to finalize that selection and/or proceed with the next approval if needed.

Create Requisition

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Approval Workflow

Choose: **Approval Group, followed by selecting Approver.**
 Click: **Add Approval Step** (required)

Approval Group

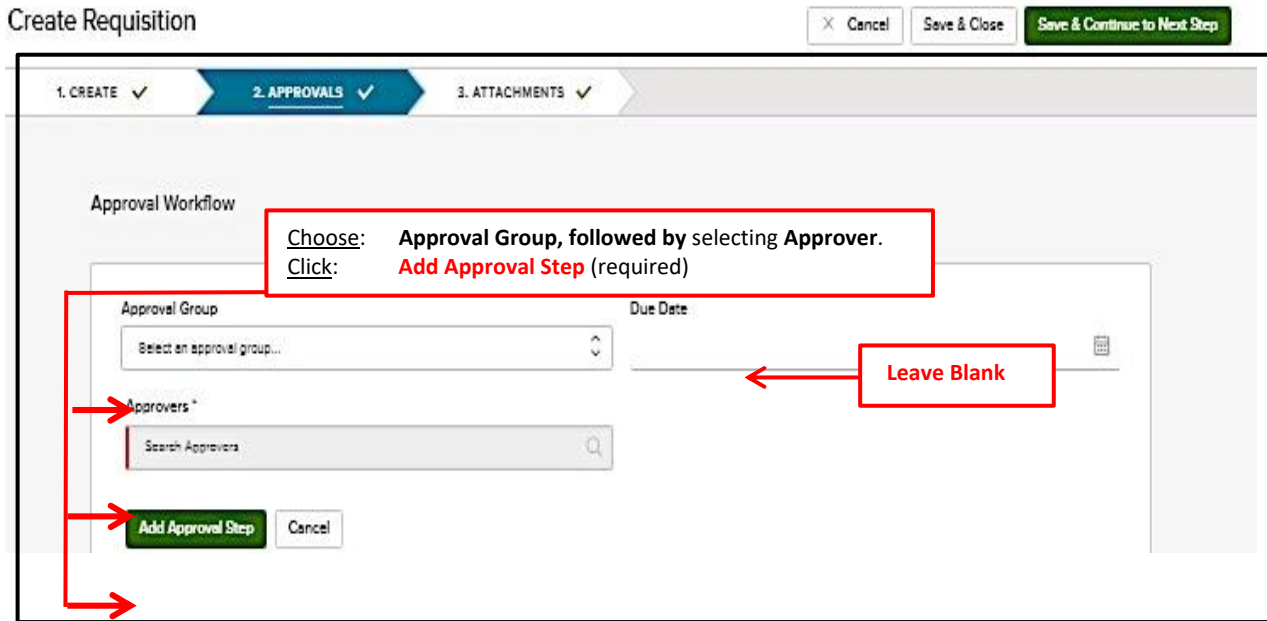
Select an approval group...

Approvers *

Search Approvers

Due Date

Leave Blank



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Approval Workflow

CERTIFICATION	Approvers	Status	Due Date	Comments
	Personnel Certs			

Note: If Approval Group does not display as shown, the group was not added

Click to add additional Approval Group

Add Approval Group

The **Approval Groups** and **Approvers** are as follows:

Approval Group

Approvers

1. LA Local Hire

LA Local Hire Transitions

AFTER ALL NECESSARY APPROVAL GROUPS ARE ADDED, click "Save & Continue to Next Step" at top of page.

Please ensure that the following are also correct on the Requisition before submitting:

- Department Name
- Title
- Class Spec
- Vacancies
- Job Type
- List Type
- Status
- Location
- Shift
- Position Details

Please email LALocalhire@lacity.org with any questions