

# SAP USER GUIDE - APPLICANTS APPROVAL

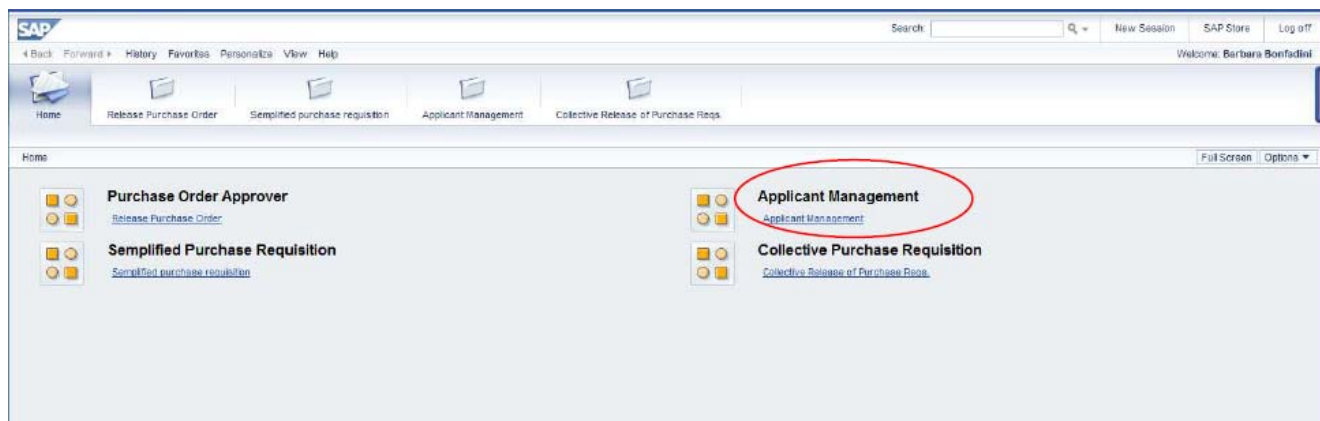
## 1. INITIAL OPERATIONS

To access the SAP Portal click on the following link: <https://service.iit.it:5000/irj/portal>



Enter User ID (ex. [piero.parodi@iit.it](mailto:piero.parodi@iit.it)) and Password – same as log on your PC and click **Log-On**.

You'll see the following initial page:



**NOTE:** According to the user's profile, you display different icons.

## 2. COLLECTIVE OR SINGLE APPROVAL

Click on "Applicant Management". You'll display the page you see below.

By selecting the data period (ex. 01.01.2014 – 31.12.2014) you will display the list of hiring process for which your approval is needed.

Select data period: es. 01.01.2014 - 31.12.2014

Please note that you'll have to check "Status (overall)" before you execute the query. The applicant's status must be:

- "In process" if you are Resp of OU/ ROO;
- "To be Hired" if you are Director General, HR o Scientific Director.

Click on **Execute**

Once entered in the transaction, each role will only display the applicants belonging to his Organizational Unit.

It is very important that you are aware that by changing a status or by confirming it by clicking **In Process** or **Approve** you confirm that the data of the hiring process are correct and that you really want the hiring process to be completed by HRO.

So, please, be sure that all data entered in the columns are correct before clicking **In process** or **Approve**.

ROLE	COMMAND	STATUS	TRAFFIC LIGHT COLOR
Resp.OU/ROO	<b>In process</b>	From 1 (in process) to 2 (to be hired)	From Red to yellow
	<b>Reset</b>	From 2 (to be hired) to 1 (in process)	From yellow to red
DG	<b>Approve (DG)</b>	Still 2 (to be hired) Still	Still yellow
	<b>Reject (DG)</b>	From 2 (to be hired) to 1 (in process)	From yellow to red
HR	<b>Approve (HR)</b>	Still 2 (to be hired)	Still yellow
	<b>Reject (HR)</b>	From 2 (to be hired) to 1 (in process)	From yellow to red
Sc.Dir	<b>Approve</b>	Still 2 (to be hired)	From yellow to green
	<b>Reject</b>	Still 2 (to be hired)	Still yellow

In order to approve 1 or more applicant, select the related rows and click on **In process** if you are Resp. of OU/ROO.

Applicant Management

### Applicant List

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Exce...	App.no.	Name of Employee or Applicant	Annual salary	Crcy	...	Applic
	7	Testcognome1 Testnome1	20.000,00	EUR	1	In pro
	8	Cognome 3 Test 3	15.000,00	EUR	1	In pro
	10	Cognome 4 Test 4	0,00		1	In pro
	14	Ivaldi Silvia	80.000,00	EUR	1	In pro
	15	Favetto Alain	20.000,00	EUR	1	In pro
	16	Gilberti Ilaria	25.000,00	EUR	1	In pro

For Instance, if you are Resp of OU.: Click on **In process** to approve applicants: the status will change from 1 (in process) to 2 (to be hired), so that the 2<sup>nd</sup> level responsible will display the approved applicants. In the screen below you'll display **Operation executed.** to confirm the approval has been successfully performed.

In order to perform a collective approval click on "Select all"(as shown by the arrow).

### Applicant List

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Exce...	App.no.	Name of Employee or Applicant
	7	Testcognome1 Testnome1

In columns:

- **Exception:** traffic light will change from red to yellow;
- **Status and St.applicant:** the applicant's status will be changed from 1 (in process) a 2 (to be hired);
- **ROO/Resp of OU:** details related to the user who has performed the approval;
- **Dt.Resp.OU:** date of approval.
- **St.Resp.OU:** approval status A=Approved.

# Applicant List

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System ▾

In process

Reset

Approve (DG)

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 Exce...	App.no.	Name of Employee or Applicant	Annual salary	Crcy
	7	Testcognome1 Testnome1	20.000,00	EUR

In case an applicant has been approved by mistake, you only need to select again the related row and click on **Reset**.

Everything will switch back to the initial status: (red traffic light) status from 2 to 1.

The system will track the action but in the column St.Resp. OU you won't display A (approved) anymore.

Applicant List

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In process

Reset

Approve (DG)

R

<div><div></div></div> Exce...	App.no.	Name of Employee or Applicant	Annual salary	Crcy
<div><div></div></div>	7	Testcognome1 Testnome1	20.000,00	EUR