

How to Approve Requisitions

(Para Requests)

Using Hire by TalentEd

You will receive an email notification when a Requisition (Para Request) has been submitted in your district. Click the *Approve Requisition* link to begin the process.

para

 **SEK Interlocal #637 SPED <do-not-reply@ted.peopleadmin.com>**
Today, 3:36 PM
Lisa Carter ▾

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para

para

This requisition is pending your approval.

[Approve Requisition](#)

Job Location: SEK Interlocal 637 user group

[SEK Interlocal #637 SPED](#)

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The link will take you to SEK Interlocal's TalentEd site. If you already have a username/password set up with your district's TalentEd site, please login using your existing login information. If not, we will provide you with a username and password.



SEK Interlocal #637 SPED

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Sign In

Remember username on this computer

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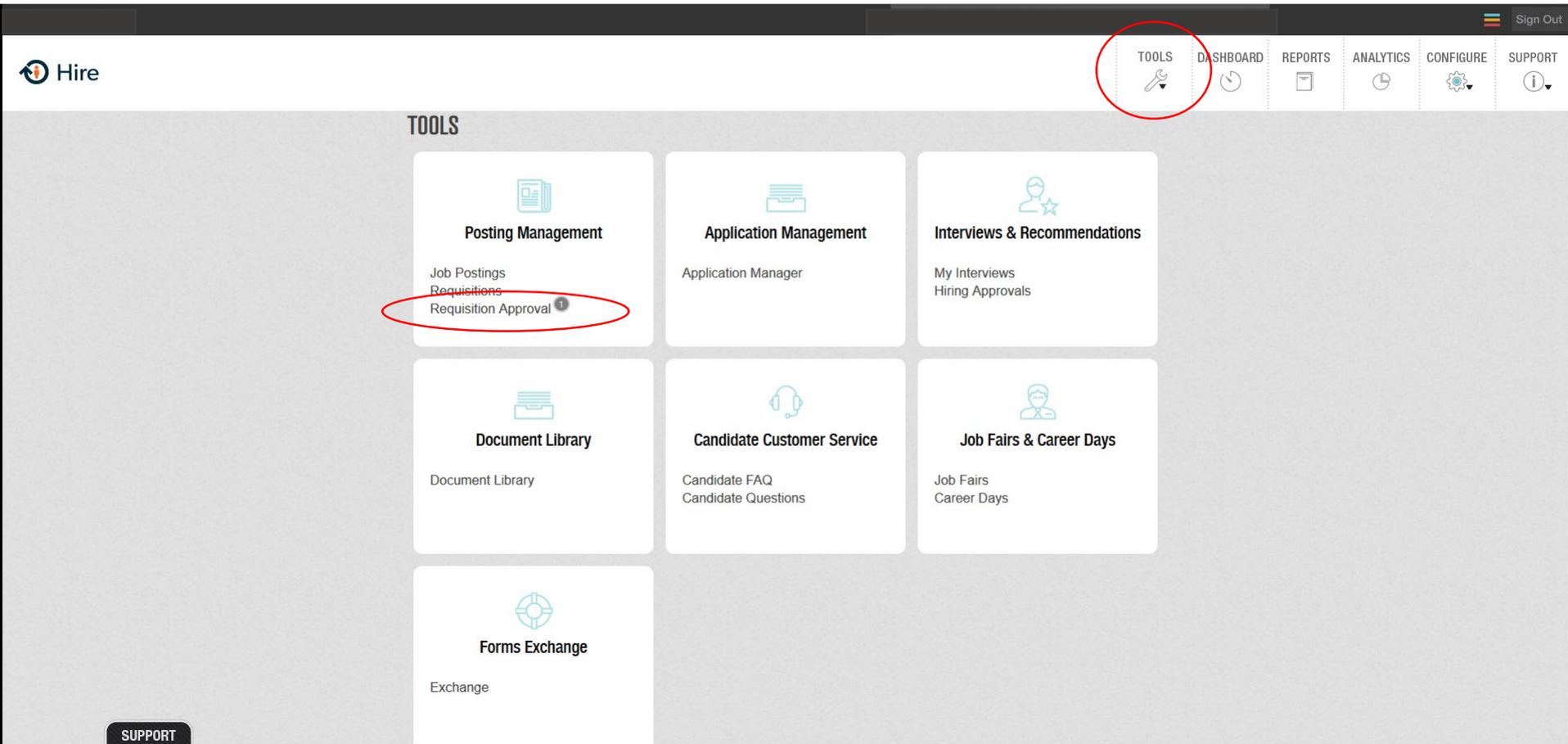
If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).



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The **Tools** tab is the default screen upon logging in. Requisitions needing your approval will be indicated by a number bubble. Click on *Requisition Approval* button.



Requisitions will be listed here. Click on Edit button to view the request.

Hire Sign Out

TOOLS DASHBOARD REPORTS ANALYTICS CONFIGURE SUPPORT

REQUISITION APPROVAL

PENDING MY APPROVAL

ID	Title	Building	Workflow	Submitted By	Submit Date		
<input type="checkbox"/>	13	Paraeducator--THIS IS A TEST	USD235-Uniontown High School	637-Test purpose only	SEK.testuser	10/03/2018 3:27 PM	EDIT

EXIT

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SUPPORT

Read through, print, and/or save (as PDF) the request from this page.

Hire

TOOLS DASHBOARD REPORTS ANALYTICS CONFIGURE SUPPORT

Sign Out

EDIT REQUISITION

PRINT PDF

GENERAL INFORMATION [Edit](#)

Title * **Paraeducator--THIS IS A TEST**

Shift Type * **Full-Time**

Location * **USD235-Uniontown High School**

REQUEST FOR PARAEDUCATOR [Edit](#)

Number of Paras you are currently supervising? **1**

Number of Student IEPs you are Primary Provider? **25**

Explanation of Request:
(Increased student time, new student, change in schedule, etc...)

Current para is graduating in December and moving away. replacement will be needed as of first day of second semester.

This request is for a: **Replacement Position**

Name of para being replaced: **Miss Para**

Describe briefly the reason for leaving: **moving**

Anticipated last date: **12/20/2018**

SUPPORT

WORKFLOW

Workflow...

Para request workflow will include:

1. Bldg. Principal
2. District Supt.
3. SEK Coordinator
4. SEK H.R.
5. SEK I.S.



Anticipated last date: **12/20/2018**

WORKFLOW

Submitted By **SEK testuser**

Approval Workflow * **637-Test purpose only**

Status **Pending Approval**

Approval Path	1	Christopher Ratzlaff	Assistant Director
	2	Jessica Crager	Assistant Director
	3	Greg Kubler	Director
	4	Ronda Fincher	Coordinator
	5	Tracie Newberry	Coordinator
	6	Kathy Davidson	HR
	7	Lisa Carter	Information Syst. Coord

DECISION

Decision Date **10/3/2018**

Approver Name **Christopher Ratzlaff**

Comments

CANCEL **REVISION REQUEST** **DENY REQUISITION** **APPROVE REQUISITION**

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SUPPORT

Comment box and action buttons...

Anticipated last date: **12/20/2018**

WORKFLOW

Submitted By **SEK testuser**

Approval Workflow * **637-Test purpose only**

Status **Pending Approval**

Approval Path	1	Christopher Ratzlaff	Assistant Director
	2	Jessica Crager	Assistant Director
	3	Greg Kubler	Director
	4	Ronda Fincher	Coordinator
	5	Tracie Newberry	Coordinator
	6	Kathy Davidson	HR
	7	Lisa Carter	Information Syst. Coord

DECISION

Decision Date **10/3/2018**

Approver Name **Christopher Ratzlaff**

Comments

The comment box is optional. 

Action buttons: 

- CANCEL**
- REVISION REQUEST**
- DENY REQUISITION**
- APPROVE REQUISITION**

You will receive an email notification once your approval has been processed. The Requisition can be viewed from the link if need be, but no other action is required.

Req approved



SEK Interlocal #637 SPED <do-not-reply@ted.peopleadmin.com>

Today, 3:38 PM

Lisa Carter

Reply all

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Req approved

Req approved

The following requisition has been approved.

Title: para

[View Requisition](#)

Job Location: SEK Interlocal 637 user group

[SEK Interlocal #637 SPED](#)

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