

How to View and Approve or Deny an Exception Request Form (ERF)

1. When an ERF is submitted for your review, you will receive a notification to your standard Rutgers email address with a link to your approval queue. We encourage all approvers to bookmark this page for ease of access.
2. On the approval page, you will see a list of pending cases awaiting your approval in addition to any cases that will potentially hit your queue once the level prior to you completes their review.
 - You will also be able search and filter by requestor or school/unit on this page

HR Portal

REQUESTOR

All — type to search

SCHOOL/UNIT

All — type to search

SORT

Priority

Awaiting my review 2

Already reviewed 10

HRC1360440	ERF for a New Contract Initiated by	Awaiting Approver 1 Review
HRC1360441	ERF for a Classification Initiated by	Awaiting Approver 3 Approval
NOT YOUR TURN YET		
HRC1360438	ERF for a Administrative Appointment Initiated by	Rejected
HRC1360444	ERF for a New Contract Initiated by	Rejected
HRC1360465	ERF for a Fill a Vacancy/Recruitment Initiated by	Rejected

Showing cases opened in the last 365 days. Older cases are still reachable by direct link.

3. Click the desired case to review all details of the submitted ERF and the approval chain.

HRC1360477

ERF for a Contract Renewal Initiated by

Status: Awaiting Approver 1 Review

APPROVAL TRAIL

STAGE 1

Approver 1

Pending

STAGE 2

Approver 2

Pending

STAGE 3

Approver 3

Pending

STAGE 4

Approver 4

Pending

CASE DETAILS

Number	Opened by	Opened
HRC1360477	Administrator	08-14-2026 04:01:42 PM
Cabinet	School/Unit	Hiring Department
New Brunswick Chancellor	Eagleton Institute of Politics	Eagleton Institute of Politics
Transaction Type	Transaction Priority	State
Temporary Staffing Firm	High	Work in Progress
Submission Type		
Initial Submission		

Initial Data

6

Budget Details

13

- Click the arrow to expand a specific tab to see more details or click “Expand all section” to open all the tabs.

Temporary Staffing Firm Details

7

▼

Temporary Staffing Firm Type	Temporary Staffing Firm Length of Term (in months)	Temporary Staffing Firm Total Contract Value
Existing PO Increase	12	\$12,345.00
Temporary Staffing Firm Restricted/External	Temporary Staffing Firm Restricted/Internal	Temporary Staffing Firm Unrestricted
\$1.00	\$2.00	\$3.00
Temporary Staffing Firm Total		
\$6.00		

Expand all sections

- If you are the first level approver and are approving the request, enter your approval category and provided justification if needed based on your selection. Then click “Approve” to submit your determination and move the case to the next approval stage, if applicable.

If you need more information or are rejecting the request, you must enter a comment, then click “Reject”. Once rejected, the case will automatically close and the Initiator, and any approvers who approved the request prior to your determination, will receive an automated notification.

YOUR RESPONSE

Approver 1 Question * required to approve

-- Select --

Approver 1 Justification

YOUR DECISION (STAGE 1)

Comments * required to reject

Required when rejecting; optional when approving.

Approve

Reject

- When you click “Approve” or “Reject” you will be asked to confirm your response prior to submitting

Approve HRC1360477? This cannot be undone. Your responses above will be recorded with the decision.

Yes, approve
Cancel

7. If an approver submits their approval, the next approver in line will receive an automated notification to their standard Rutgers email address with a link to the approval queue. They will follow the same steps as outlined above to view, approve or reject the request.
8. In the “Approval Trail” section, they can see any comments left by past approvers. In the “Case Details” section, the Approver 1 category & justification if applicable will be listed.

HRC1360477
ERF for a Contract Renewal Initiated by
Status: Awaiting Approver 2 Approval

APPROVAL TRAIL

STAGE 1	Approver 1	approved	08-14-2026 04:12:57 PM
	<i>"Approver 1 comments provided here"</i>		
STAGE 2	Approver 2	Pending	
STAGE 3	Approver 3	Pending	
STAGE 4	Approver 4	Pending	

CASE DETAILS

Number	Opened by	Opened
HRC1360477		08-14-2026 04:01:42 PM
Cabinet	School/Unit	Hiring Department
New Brunswick Chancellor	Eagleton Institute of Politics	Eagleton Institute of Politics
Transaction Type	Transaction Priority	State
Temporary Staffing Firm	High	Work in Progress
Submission Type	Approver 1 Question	Approver 1 Justification
Initial Submission	Accreditation Requirement	Approver 1 Justification provided here

9. After a case moves through all the necessary stages and all of the approvers “Approve” or “Reject” the ERF, the case will automatically close and the initiator, as well as all the approvers who viewed and provided a determination on the case, will be notified via email with an approval or rejection notice.

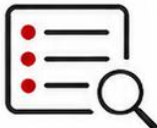
Important: Please complete all required fields before submitting your response. This form does not allow you to save a draft. If you navigate away from the webform, you will need to restart the review and response process from the beginning.

FY27 Hiring Freeze

Approver Review Process

How approvers review submitted Exception Request Forms (ERFs)

1. Access Your Approval Queue

- 1  You will receive a notification with a link to your approval queue. We encourage you to bookmark that page for quick access.
- 2  On the HR Approval Pending Queue, you will see pending cases awaiting your approval, plus cases that you are in the approval chain for once the prior level completes its review.
 - You can also search and filter by requestor or school/unit on this page.



2. Review the Submitted ERF

- 3  Click the desired case to review all details of the submitted ERF.
- 4  If you are the first-level approver and are approving the request, enter your approval category, then click "Approve" to submit your determination and move the case to the next approval stage, if applicable.
- 5  If you need more information or are rejecting the request for any other reason, you must enter a comment, then click "Reject". Once rejected the case will automatically close and the Initiator will receive a notification.

- When you click "Approve" or "Reject," you will be asked to confirm your response before submitting.



3. Next Approver Review

- 6  After an approver submits an approval, the next approver in line will receive an automated notification at their Rutgers email address with a link to the approval queue. They will follow the same steps above to review.
- 7  In the "Approval Trail" section, approvers can see comments left by previous approvers. In the "Case Details" section, the Approver 1 Category selected will be listed.



4. Case Closure and Notifications

- 8  If a case is rejected, it will automatically close. The initiator and any previous approvers in the workflow will be notified by email with a denial notice.
- 9  If a case moves through all required stages and all approvers approve the ERF, the case will automatically close. The initiator and all approvers in the chain will be notified by email with an approval notice and the fully executed ERF attachment.



Important: Approvers should review each ERF carefully before submitting a decision. Approval and denial notices are sent automatically by email once action is taken.