

## Staff requests – Acting up/Additional Responsibilities

### Hiring Manager Guidance

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## 1. Logging in and accessing your forms

Go to <https://jobs.leeds.ac.uk/MyRecruitment/>

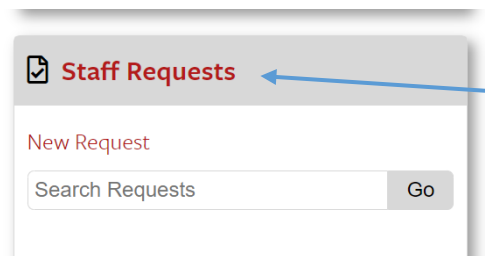
Single sign on will enable you to log into the system, with no requirement to enter other usernames or passwords. Click 'staff login' to enter the online recruitment system.

Please note: Javascript and cookies must be enabled to use this website

### University of Leeds Staff Login

If you are a member of staff at the University of Leeds, please click the "Staff Login" button to access this site.

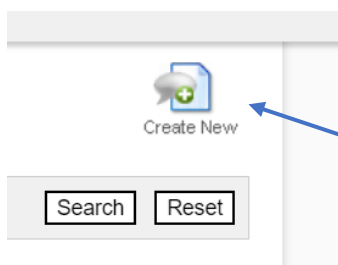
Staff Login



Click on the **Staff Requests** Header, and the Staff Requests Dashboard will appear.

A screenshot of the 'Staff Requests' dashboard. The top navigation bar includes links for Home, My Recruitment, Email HR Department, Leave Feedback / Report Bug, Admin, and Log Off. The user is identified as Beth Lintin (medbf). The main content area has a 'Welcome to Staff Requests' message and a search bar. Below the search bar, there are tabs for 'Resource Requests', 'Change Requests', 'Promotions (Resourcing)', 'Academic Promotions', 'Promotion Appeals', and 'Requiring Job Creation (81)'. A table below shows a list of requests with columns for ID, Job Title, Engagement, School/Institute, Requester, Status, and Last Update. A blue arrow points from the 'Staff Requests' header in the previous screenshot to the 'Welcome to Staff Requests' message.

## 2. Creating a new Acting up approvals request



To start a new request, click on the **Create New** icon at the top right of the screen.

When the dialogue box with several options of form appear. Select **Act Up/Additional Responsibilities** from the list.

### Create New Request

Please select the type of request you wish to make:

#### Resourcing Requests

[Resource needed to deliver a role or activity](#)

[Act Up/Additional Responsibilities](#)

[Change to existing arrangement](#)

[Promotion \(Resourcing Request\)](#)

#### Promotions

[Academic Promotion Application](#)

[Academic Promotion Appeal](#)

The **Act Up/Additional Responsibilities** form will automatically open, ready to complete.

### 3. Filling out the request

#### 3.1 Faculty/Service Details

The **request type** will auto-populate.

Select your **Faculty/Service** from the drop down menu.

Select the correct **School/Institute/Service** from the drop down menu.

The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down menu).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down menu).

#### 3.2 Employee Details

Free type the **Employee's name, ID and current Job Title.**

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current FTE:

New or in Plan:  New to Plan  In Plan

Act Up/Additional Responsibilities

Start Date:

End Date:

New Grade:

Full FTE:

Acting Up:

Business Case

Select the Employee's **current grade** from the drop down menu.

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current Spine Point:

Current FTE:

New or in Plan:  New to Plan  In Plan

Act Up/Additional Responsibilities

Start Date:

End Date:

Insert the Employee's current **Spine Point** from the drop down menu.

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current Spine Point:

Current Salary:

Current FTE:

New or in Plan:  New to Plan  In Plan

Once you have selected the Employee's **current Grade and Spine point**, their salary will automatically populate.

Enter the Employee's **current FTE**.

Select whether the request is **New to plan** or **In plan**.

#### 4. Act Up/Additional Responsibilities

Act Up/Additional Responsibilities

Start Date:

End Date:

New Grade:

Full FTE:

Acting Up:

Business Case

Add the **start date** and **end date** of the period which the Employee will be Acting up / have Additional Responsibilities.

Add the **Acting up grade** from the drop down menu.

**Act Up/Additional Responsibilities**

Start Date: 25/05/2022

End Date: 31/10/2022

New Grade: Grade 8

New Spine: 37

Full FTE:  Yes  No

Acting Up:  Yes  No

Business Case

Add the **acting up Spine point** from the drop down menu.

**Act Up/Additional Responsibilities**

Start Date: 25/05/2022

End Date: 31/10/2022

New Grade: Grade 8

New Spine: 40

Full FTE:  Acting up applicable to full FTE: Yes  No

Is the Employee acting up to their full current FTE? If so select **Yes**.

**Act Up/Additional Responsibilities**

Start Date: 25/05/2022

End Date: 31/10/2022

New Grade: Grade 8

New Spine: 40

Full FTE:  Yes  No

Acting Up FTE:  %

If the Employee is Acting up for only part of their current FTE, select **No** and add the **Acting up FTE**.

**NOTE:** For instance, if an employee works 100% FTE and will only be acting up for 50% of their FTE, enter 50. If an employee works 80% and will only be acting up for half of their FTE, enter 40.

**Act Up/Additional Responsibilities**

Start Date: 25/05/2022

End Date: 31/10/2022

New Grade: Grade 8

New Spine: 40

Full FTE:  Yes  No

Acting Up FTE:  %

Acting Up:  Yes  No

Is the Employee currently Acting up? If not then select **No**.

**Act Up/Additional Responsibilities**

Start Date:

End Date:

New Grade:

New Spine:

Full FTE:  Yes  No

Acting Up FTE:  %

Acting Up:  Yes  No

Acting Up Grade:

Acting Up Spine:

If the Employee is currently Acting up, select **Yes** and enter their **current acting up grade and Spine Point** from the drop down boxes.

**Act Up/Additional Responsibilities**

Start Date:

End Date:

New Grade:

New Spine:

Full FTE:  Yes  No

Acting Up FTE:  %

Acting Up:  Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

Is the Employee's current acting up arrangement continuing alongside their new acting up? Select **Yes or No**.

## 5. Business Case/submission

**Business Case**

Business Case

Enter the Business case into this section.

Once you have done this you can **submit** your form.

**NOTE:** Enter the **new Job title** of the role the Employee is acting up to in this section.

**NOTE:** It is recommended that you **save** your form at this point.

**NOTE:** if you have made any **errors on the form**, they will appear at the top of the screen as shown below. You will not be able to proceed until the errors are fixed. You can go to each error by clicking on **Go to error** and this will take you directly to what needs fixing. Once any errors are fixed you can submit the form again.

**Lecturer**

Please fix the following errors before you continue:

- Enter the reason for cover [\[Go To Error\]](#)
- Enter the details regarding restrictions on areas [\[Go To Error\]](#)
- Enter the full details of where you would like the post advertised, the costs involved and how they will be met [\[Go To Error\]](#)
- You must remove all \*\*\*\*s from main duties and responsibilities [\[Go To Error\]](#)
- You must remove all \*\*\*\*s from additional information [\[Go To Error\]](#)
- You must remove all \*\*\*\*s from criminal records [\[Go To Error\]](#)

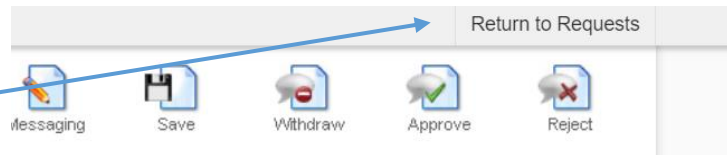
[Request Details](#) | [Job Advert](#) | [Selection Criteria](#)

**Selection Criteria**

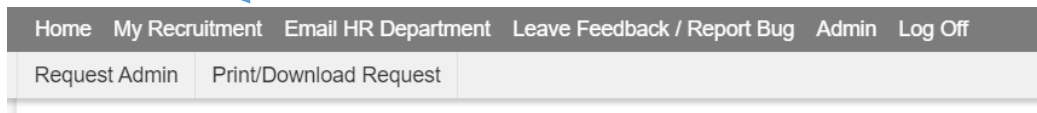
Some text about what should be in the selection criteria here

## 6. Tracking your requests

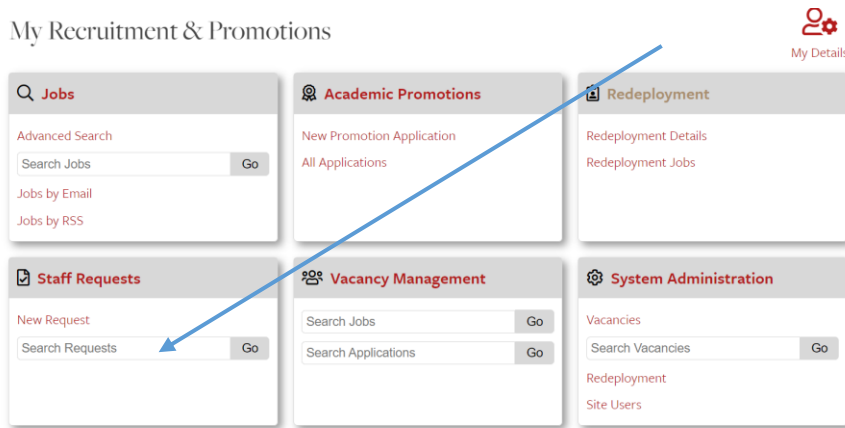
You can see what stage, and where your request is by selecting **Return to Requests** in the top right of the screen.



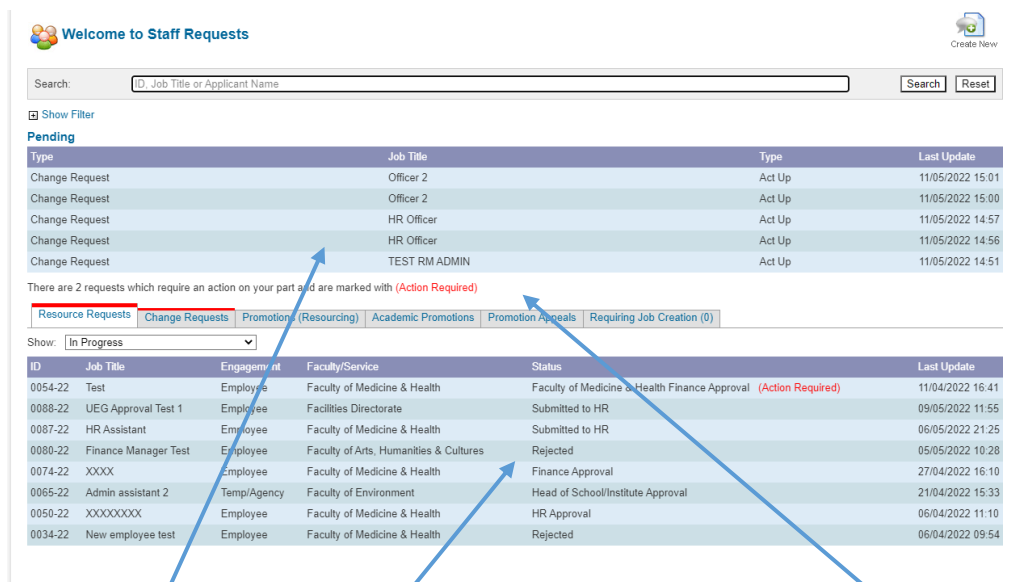
Alternatively, you can select **My Recruitment** from the top left of the screen.



From the main Stonefish dashboard, click on the **Staff Requests** tile in the bottom left of the screen.



Your main **Staff Requests** dashboard will then open.



You can see all saved drafts.

You can see where each of your requests is in the process.

You can see if there are any requests that require your action.