

## Staff Requests - Overview Guidance

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## 1. Logging on and accessing 'Overview'

**NOTE:** As part of Resourcing approvals, you may have been granted an overview permission. This means that you can have full oversight of all resource requests and changes etc, in your area.

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

Once logged in, the **dashboard** will appear.

The screenshot shows the University of Leeds Staff Login page. At the top, there is a navigation bar with links: HOME, ADMIN, MY RECRUITMENT, VACANCY MANAGEMENT, LOG OFF. Below this is a red banner with the text "UNIVERSITY OF LEEDS". Underneath the banner, there are several menu items: CURRENT VACANCIES, HOW TO APPLY, CRIMINAL RECORDS, WORKING AT LEEDS, CONTACT US, FAQs. The main content area is titled "My Recruitment & Promotions" and features a grid of six tiles: "Jobs" (with an "Advanced Search" section), "My Applications" (with "Submitted Applications (1)"), "Academic Promotions" (with "New Promotion Application" and "All Applications"), "Staff Requests" (with "New Request", "Overview", and "Search Requests"), "Vacancy Management" (with "Search Jobs" and "Search Applications"), and "System Administration" (with "Vacancies" and "Site Users"). A "My Details" icon is located in the top right corner of the dashboard area. A blue arrow points from the "Staff Login" button in the previous image to the "Staff Requests" tile in this dashboard.

Go to the **Staff Requests** tile in the bottom left of the screen. If you have **Overview** access, you will see the option in that box, and you can click on this to begin.

Welcome to Staff Requests

Overview Create New

Search: ID, Job Title or Applicant Name Search Reset

Alternatively, you can also access the **Overview** function if you are already in the staff requests system, by clicking the icon that appears at the top right of the page.

Your **Overview** dashboard will appear and will look like this:

## Staff Requests Overview

Search:

[Show Filter](#)

No action is required by you on any requests

[Resource Requests](#) | [Change Requests](#) | [Promotions \(Resourcing\)](#) | [Academic Promotions](#) | [Promotion Appeals](#)

Show:

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0028-22	Temporary Research Support Officer	Temp/Agency	Faculty of Environment	Finance Approval	23/09/2022 11:43
0029-22	PhD Intern – COP27 task force	Temp/Agency	Faculty of Environment	HR Approval	22/09/2022 19:11
0026-22	Resources Executive	Employee	Faculty of Environment	Finance Approval	22/09/2022 15:54

## 2. Important points to note

### Before using the Overview Function, please note:

- The main purpose of the overview function, is to be able to see the volume of requests in your area and to see what stages any requests are at. It is also ideal to look back at past requests to see any detail that you may need in the future.
- You will be able to have oversight for all change activity in your area. When you first log on, if you feel that the area(s) that you can view do not reflect your department/Service, please speak to your HR Manager in the first instance. We will be able to amend your access accordingly if necessary. Note, that there are restrictions on what areas you will be allowed access to.
- Restrictions are in place as it is important to note that in viewing the change requests, some will contain confidential information such a salary details or the name of an employee who is on sick leave. We trust that you will keep this information confidential and not share it outside of your restricted area.
- Having access to the overview function will **NOT** give you the access to make any amendments to existing change requests. If you feel that there are errors or issues with anything that you see this must be taken up directly with the Recruiting Manager/HR Manager for your area.

## 3. Categories of Request

### Staff Requests Overview

Search:

You can search for any request by entering the details in the **search bar** at the top of the screen.

You can scroll across the different **categories** of requests on the main staff requests dashboard.

Each **Category** has a separate tab.

[Resource Requests](#) | [Change Requests](#) | [Promotions \(Resourcing\)](#) | [Academic Promotions](#) | [Promotion Appeals](#) | [Requiring Job Creation \(24\)](#)

Show:

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0270-22	PPI contributor - Manoj Mistry	Contractor IR35	Faculty of Medicine & Health	Research Finance Approval	23/09/2022 14:43
0268-22	TEST FMH RECHARGE FUNCTIONS	Employee	Faculty of Medicine & Health	Faculty of Medicine & Health Finance Approval	20/09/2022 10:01
0251-22	Example Contractor Request with Replacement Post	Contractor IR35	Professional Services	Research Finance Approval	14/09/2022 11:05
0054-22	Test	Employee	Faculty of Medicine & Health	Research Finance Approval	08/09/2022 15:53

The **Resource Requests** tab will contain all the new resource requests and will show the **engagement type** in this column.

Resource Requests						
Resource Requests	Change Requests	Promotions (Resourcing)	Academic Promotions	Promotion Appeals		
Show: In Progress						
ID	Job Title	Engagement	Faculty/Service	Status	Last Update	
0028-22	Temporary Research Support Officer	Temp/Agency	Faculty of Environment	Finance Approval	23/09/2022 11:43	
0029-22	PhD Intern – COP27 task force	Temp/Agency	Faculty of Environment	HR Approval	22/09/2022 19:11	
0026-22	Resources Executive	Employee	Faculty of Environment	Finance Approval	22/09/2022 15:54	

The **Change Requests** tab will contain all this type of request and the **change type** will be shown in this column.

Resource Requests						
Resource Requests	Change Requests	Promotions (Resourcing)	Academic Promotions	Promotion Appeals	Requiring Job Creation (24)	
Show: In Progress						
ID	Staff Member	Job Title	Change Type	Status	Last Update	
032-22	Alex Linn	Admin assistant	Act Up	Rejected (Action Required)	31/03/2022 15:30	
245-22	JOE JOE	JOE JOE, TESTING FOR FMH FINANCE - Act Up/Additional Responsibilities	Act Up	Submitted to HR	20/09/2022 09:59	
267-22	TEST TEST	TEST TEST, test test - Act Up/Additional Responsibilities	Act Up	Finance Approval	15/09/2022 10:47	
090-22	Joe Bloggs	Joe Bloggs, Business Support - Act Up/Additional Responsibilities	Act Up	Rejected	15/09/2022 10:42	
205-22	Joe Bloggs	Joe Bloggs, Research Support Assistant - Act Up/Additional Responsibilities	Act Up	Finance Approval	15/09/2022 10:12	
255-22	TEST TEST	TEST TEST, TEST FINANCE MANAGER ROLE - Act Up/Additional Responsibilities	Act Up	Finance Approval	14/09/2022 16:25	
252-22	Forename Surname	Forename Surname, Emp Job Title - Act Up/Additional Responsibilities	Act Up	HR Approval	14/09/2022 11:08	
244-22	Smith Sam	Smith Sam, Test Shared inbox Environment - Change to FTE	FTE	Head of School/Institute Approval	08/09/2022 16:52	
231-22	SAM SMITH	SAM SMITH, Final testing act up - Act Up/Additional Responsibilities	Act Up	Finance Approval	08/09/2022 16:40	
239-22	Overtime Test	Overtime Test, Overtime test for SES - Act Up/Additional Responsibilities	Act Up	HR Approval	08/09/2022 12:41	
186-22	John Brown	John Brown, Test Scenario 2 - Extension of fixed-term contract / funding	Contract Extension	Submitted to HR	06/09/2022 13:47	

**Promotions (Resourcing)** will contain all the promotions requests, this is the request following approval from the promotions board.

Resource Requests						
Resource Requests	Change Requests	Promotions (Resourcing)	Academic Promotions	Promotion Appeals	Requiring Job Creation (24)	
Show: In Progress						
ID	Staff Member	Job Title	Status	Last Update		
0236-22	DAN SMITH	DAN SMITH, Final test promotion - Promotion Request	Finance Approval	15/09/2022 09:19		
0077-22	sss sss	sss	Research Finance Approval	28/04/2022 10:37		
0066-22	qqq qqq	xxxx	Finance Approval	20/04/2022 16:09		

**NOTE:** the further two promotions tabs are **not part of RESOURCING APPROVALS**. These tabs belong to the promotions team, you may be able to overview their progress but any queries on these tabs must be directed to the promotions team.

The **Requiring Job creation** tab, will show you all the resource requests that have finished and now require a job to be created on Stonefish.

Resource Requests						
Resource Requests	Change Requests	Promotions (Resourcing)	Academic Promotions	Promotion Appeals	Requiring Job Creation (24)	
ID	Job Title					Last Update
0253-22	Clerk					20/09/2022 10:01
0269-22	HR BP					16/09/2022 11:04
0228-22	Final Test - Research					08/09/2022 11:40
0227-22	Final Test - Admin Assistant					08/09/2022 11:39
0213-22	CB test 17/08					02/09/2022 11:22

## 4. Stages of Request

You can select to view the different **stages of requests**, by selecting an option from the drop down menu.

### Staff Requests Overview

Search:

Show Filter

No action is required by you on any requests

Resource Requests Change Requests Promotions (Resourcing) Academic Promotions Promotion Appeals

Show:

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0028-22	Temporary Research Support Officer	Temp/Agency	Faculty of Environment	Finance Approval	23/09/2022 11:43
0029-22	PhD Intern – COP27 task force	Temp/Agency	Faculty of Environment	HR Approval	22/09/2022 19:11
0026-22	Resources Executive	Employee	Faculty of Environment	Finance Approval	22/09/2022 15:54

Resource Requests Change Requests Promotions (Resourcing) Academic Promotions Promotion Appeals

Show:

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0028-22	Temporary Research Support Officer	Temp/Agency	Faculty of Environment	Finance Approval	23/09/2022 11:43
0029-22	PhD Intern – COP27 task force	Temp/Agency	Faculty of Environment	HR Approval	22/09/2022 19:11
0026-22	Resources Executive	Employee	Faculty of Environment	Finance Approval	22/09/2022 15:54

**In progress** will show you all the currently active requests, (that are not yet finished) and where they are in the approvals stages.

Resource Requests Change Requests Promotions (Resourcing) Academic Promotions Promotion Appeals Requiring Job Creation (24)

Show:

ID	Job Title	Engagement	Faculty/Service	Last Update
0253-22	Clerk	Employee	Faculty of Environment	20/09/2022 10:01
0269-22	HR BP	Employee	Professional Services	16/09/2022 11:04
0228-22	Final Test - Research	Employee	Faculty of Engineering & Physical Sciences	08/09/2022 11:40

**Finished and requiring job creation** will show you all requests that have been through all the approval stages and now need to be sent on to have the job created on Stonefish.

**NOTE:** this stage is only an option in 'Resource Requests' as other change requests and promotions will not require a job being created.

Resource Requests Change Requests Promotions (Resourcing) Academic Promotions Promotion Appeals Requiring Job Creation (24)

Show:

ID	Job Title	Engagement	Faculty/Service	Job Reference	Last Update
0226-22	Final Test - New Academic	Employee	Faculty of Medicine & Health	UOL1018	08/09/2022 12:36
0223-22	TEMP REQUEST CHECK	Temp/Agency	Professional Services		07/09/2022 17:44
0222-22	Sample one for report 2	Contractor IR35	Professional Services		07/09/2022 13:14
0065-22	Admin assistant 2	Temp/Agency	Faculty of Environment		25/08/2022 14:07
0183-22	CR Lecturer	Employee	Faculty of Environment	UOL1016	23/08/2022 12:05
0194-22	CR Lecturer	Employee	Faculty of Environment	UOL1017	23/08/2022 12:04
0103-22	Temp1	Temp/Agency	Faculty of Environment		23/08/2022 12:03
0106-22	Worker test 20.05	Worker	Faculty of Medicine & Health		23/08/2022 12:02
0150-22	Temp 14.07	Temp/Agency	Faculty of Biological Sciences		19/08/2022 08:30
0173-22	Business Support Administrator	Employee	Faculty of Medicine & Health	UOL1015	09/08/2022 12:31
0155-22	Lecturer	Employee	Faculty of Biological Sciences	UOL1014	20/07/2022 10:41
0148-22	Test 3 14.07	Employee	Faculty of Arts, Humanities & Cultures	UOL1013	14/07/2022 10:10

**Finished** will show you all requests that are now finished and (if required) have had a job created. If the request requires job creation, the job reference number will appear in this column.

The date and time of finishing will appear here.

Resource Requests				
Change Requests				
Promotions (Resourcing)				
Academic Promotions				
Promotion Appeals				
Requiring Job Creation (24)				
Show: <b>Withdrawn</b>				
ID	Job Title	Engagement	Faculty/Service	Last Update
0107-22	Friday 20.05 test	Employee	Faculty of Medicine & Health	25/08/2022 14:07
0088-22	UEG Approval Test 1	Employee	Facilities Directorate	25/08/2022 14:06
0169-22	Lecturer	Employee	Faculty of Biological Sciences	23/08/2022 17:01
0050-22	XXXXXXXX	Employee	Faculty of Medicine & Health	23/08/2022 12:04
0126-22	UEG Approval Test 1	Employee	Facilities Directorate	08/08/2022 12:19
0087-22	HR Assistant	Employee	Faculty of Medicine & Health	08/08/2022 12:18

**Withdrawn** will show you all requests that have been started and then withdrawn for any reason. This could be due to a change in request or a request not being approved. To find out further

The **date of withdrawal** will appear here.

## 5. Overview

Resource Requests					
Change Requests					
Promotions (Resourcing)					
Academic Promotions					
Promotion Appeals					
Requiring Job Creation (24)					
Show: <b>In Progress</b>					
ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0270-22	PPI contributor - Manoj Mistry	Contractor IR35	Faculty of Medicine & Health	Research Finance Approval	23/09/2022 14:43
0268-22	TEST FMH RECHARGE FUNCTIONS	Employee	Faculty of Medicine & Health	Faculty of Medicine & Health Finance Approval	20/09/2022 10:01
0251-22	Example Contractor Request with Replacement Post	Contractor IR35	Professional Services	Research Finance Approval	14/09/2022 11:05
0054-22	Test	Employee	Faculty of Medicine & Health	Research Finance Approval	08/09/2022 15:53
0242-22	Example Contractor Item for DVC Contractor Report	Contractor IR35	Facilities Directorate	DVC Sign Off	08/09/2022 13:35
0241-22	Example Contractor Item for DVC Contractor Report	Contractor IR35	Facilities Directorate	UEG Approval	08/09/2022 13:31
0240-22	Another Example for the DVC Report	Employee	Professional Services	UEG Approval	08/09/2022 12:51
0237-22	Another Example for the DVC Report	Employee	Professional Services	DVC Sign Off	08/09/2022 12:50

To **Overview any item** on your dashboard, click on the row you would like to view.

Once you have selected and clicked a row, you will be able to **see the progress of the request** in the **Progress** tab.

Progress		
Request Details		
Job Advert		
Selection Criteria		
Notes		
Stage Name	Result	Date
Request Submitted	Submitted	14/07/2022 11:07
HR Approval	Approved	14/07/2022 14:46
Finance Approval	Awaiting Decision	<a href="#">Send Message</a>
Irene Testhiringmanager		
<a href="#">Edit Approver</a>		

<< Previous   **Next >>**    All |  Current |  None   [Save](#)

You will also be able to view the **Job advert, Selection Criteria** and any **notes** that have been added to the request, using the corresponding tabs.

The **Request Details** tab will show you all the details that were entered as part of the request.

Progress	Request Details	Job Advert	Selection Criteria	Notes
Online Staff Request Form		The information in this section is READ ONLY		
Requested by:	Stephanie Corbett			
Submitted:	14/07/2022 11:07			
Job Title:	Lecturer			
Subject Area (if relevant):	Biology			
Category:	Academic			
Engagement:	Employee			
Faculty/Service:	Faculty of Biological Sciences			
School/Institute:	School of Biology			
Section:	School of Biology			
HR Officer:	Cecile Baillif (percba / C.Baillif@leeds.ac.uk)			
Finance Manager:	Irene Testhiringmanager (testhm / i.testhiringmanager@stonefish.co.uk)			
Line Manager/PI:	Abraham Lincoln (Abe / abe@usa.xxx)			

**NOTE:** Overview access means everything will be greyed out, as you can only view the content, and not make any amendments at any stage.

If you have any problems with access or what you can view, please contact your local HR team in the first instance.