

## Staff Requests - DVC Approval Guidance

Once the form has had UEG lead approval, if required, it will progress to DVC for Sign off.

You will receive an email like the one below:

Please click on the following link to view the details of the request and to make your decision.

[https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleeds.stonefish.co.uk%2FVFR%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7CC\\_Baillif%40leeds.ac.uk%7Cafcd8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eylWjoiMC4wLjAwMDAilCjQjoiV2luMzliLjBjBTi6Ik1haWwlcjVXVCi6Mn0%3D%7C3000%7C%7C%7C&data=GgKWKppFycZTlvckmHHpq3ET6EY3S3XR2qAOF7YUztw%3D&reserved=0](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleeds.stonefish.co.uk%2FVFR%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7CC_Baillif%40leeds.ac.uk%7Cafcd8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eylWjoiMC4wLjAwMDAilCjQjoiV2luMzliLjBjBTi6Ik1haWwlcjVXVCi6Mn0%3D%7C3000%7C%7C%7C&data=GgKWKppFycZTlvckmHHpq3ET6EY3S3XR2qAOF7YUztw%3D&reserved=0)

Human Resources  
University of Leeds

By clicking on the link contained in the email, you will be taken straight to the progress tab of the staff request.

### 0135-22 - Joe Bloggs, Administrator

Please approve or reject the request.



Progress Request Details Notes

Stage Name	Result	Date
Request Submitted	Submitted	23/06/2022 13:45
HR Approval	Approved	23/06/2022 14:22
Finance Approval	Approved	23/06/2022 14:35
Research Finance Approval	Approved	23/06/2022 14:45
Head of School/Institute Approval	Approved	23/06/2022 15:01
UEG Approval	Approved	23/06/2022 15:20
DVC Sign Off	Awaiting Decision	<a href="#">Send Message</a>
DVC Sign Off		

Show Approvers

<< Previous Next >> All | Current | None Save

You will be able to see that there is an approval pending. To open up the form, click **Next**.

**NOTE:** when you click **next** the whole form will appear, you will be able to review the details, but not edit them.

### 0104-22 - Joe Bloggs, Lecturer - Act Up/Additional Responsibilities

Please approve or reject the request.

Messaging Save Withdraw Approve Reject

Progress Request Details Notes

Online Staff Request Form The information in this section is READ ONLY

Requested by: Stephanie Corbett  
Submitted: 18/05/2022 14:38  
Request Type: Act Up/Additional Responsibilities  
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: Cecile Baillif (percba / C.Baillif@leeds.ac.uk)  
E&I Training Complete:  Yes  No

Once you have reviewed the form you can **approve** or **reject** the form by clicking here.

### Approve Request:

Approve Request

Please note: You are making a decision on behalf of the current approver(s)

Send Emails:

Notes:

Confirm Approval Cancel

If you **approve the request**, this box will appear where you can leave any relevant **notes**. You can then **Confirm approval**.

### Reject Request:

Reject Request

Please note: You are making a decision on behalf of the current approver(s)

Send Emails:

Reason:

- Please select --
- Please select --
- Error on request form - give details below
- Job description not appropriate - give details below
- Other - give details below
- Post no longer required - give details below
- Post on hold - give details below
- Problems with finance/budget - give details below

Confirm Rejection Cancel

If you wish to **reject the request**, you must **select the reason** from the drop down menu.

Reject Request

Please note: You are making a decision on behalf of the current approver(s)

Send Emails:

Reason:

Error on request form - give details below

Notes:

Confirm Rejection Cancel

You should then give details of **why you are rejecting the request**, in the **notes** section.

You can then **Confirm Rejection**.

**NOTE:** If you reject the request, the form will be sent back to the Hiring Manager to make any amendments etc. If you approve the request, the form will progress back to the named HR Officer to progress accordingly.