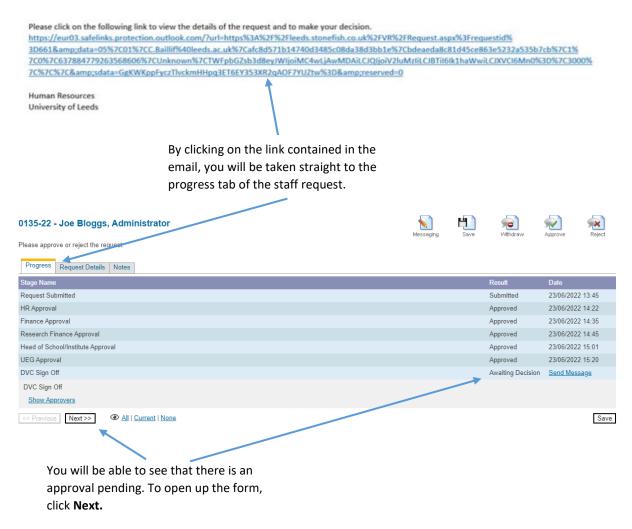
Staff Requests - DVC Approval Guidance

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:



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			H Save	Withdraw	Approve Reject				
Please approve or reject the request.		Messaging	0410	1 141 141 411		×			
Progress Request Details	Notes					_			
Online Staff Request Form				he information in	this section is READ ON	Y			
Requested by:	Stephanie Corbett								
Submitted:	18/05/2022 14:38								
Request Type:	Act Up/Additional Responsibilities								
Faculty/Service:	Faculty of Biological Sciences					Once you have reviewed the			
School/Institute:	School of Biology 🗸					form you can approve or reject the form by clicking here.			
Section:	School of Biology 🗸								
HR Officer:	Cecile Baillif (percba / C.Baillif@leeds.ac.uk) v								
Finance Manager:	Cecile Baillif (percba / C.Baillif@leeds.ac.uk) v								
E&I Training Complete:	© Yes ⊖No								

Approve Request:

Send Emails: Notes:		Approve Request]
Notes:	spo	Please note: You are making a decision on behalf of the current approver(s)	
	Sci	Send Emails: 🗹	
Confirm Cancel		Notes:	
Confirm Cancel	a / (
	/ (Confirm Approval	
	_	×	

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	
po Sci	Please note: You are making a decision on behalf of the current approver(s) Send Emails: Reason: Please select	If you wish to reject the request , you must select the reason from the drop down menu.
	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	
spo	Reject Request X Please note: You are making a decision on behalf of the current approver(s) Send Emails: Image: Comparison of the current approver(s) Reason: Image: Comparison of the current approver (s) Error on request form - give details below Image: Comparison of the current approver (s) Notes: Image: Comparison of the current approver (s)	You should then give details of why you are rejecting the request , in the notes section.
a / (a / (Confirm Rejection Cancel	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.