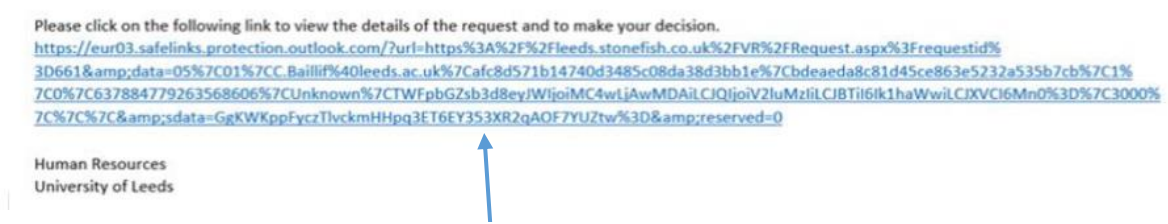


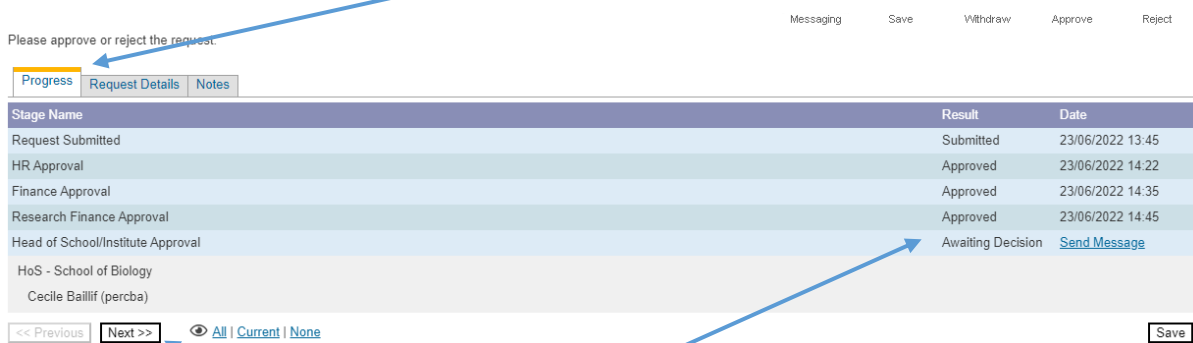
Staff Requests - Head of School/Service Approval Guidance

Once Research Finance/Finance have reviewed and approved the request, it will progress to the Head of School/Service for approval.

You will receive an email like the one below:



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



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.

If you do want to make any changes to the form, including the Business case, you can request these in the **notes** section (see below) **then reject the form** back to the recruiting manager or **add notes and approve**. These notes will remain in the audit trail against this request.

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: Stephane Corbett
Submitted: 23/06/2022 13:44
Request Type: Promotion Request

Please refer to guidance to ensure request is in line with [promotion policy and criteria](#)

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: Katy Brook (smbkr) (K.L.Brook@leeds.ac.uk)

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

Approve Request:

The 'Approve Request' dialog box contains the following elements:

- Title bar: Approve Request
- Note: Please note: You are making a decision on behalf of the current approver(s)
- Send Emails:
- Notes: [Empty text area]
- Buttons: Confirm Approval (with a green checkmark icon) and Cancel (with a red X icon)

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

Note: Please use this section to request any changes to be made to the form/Business case.

You can then **Confirm approval**.

Reject Request:

The 'Reject Request' dialog box contains the following elements:

- Title bar: Reject Request
- Note: Please note: You are making a decision on behalf of the current approver(s)
- Send Emails:
- Reason: [Dropdown menu with options: -- 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]
- Buttons: Confirm Rejection (with a red X icon) and Cancel (with a red X icon)

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

The 'Reject Request' dialog box contains the following elements:

- Send Emails:
- Reason: [Dropdown menu with selected option: Error on request form - give details below]
- Notes: [Empty text area]
- Buttons: Confirm Rejection (with a red X icon) and Cancel (with a red X icon)

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 initial requester to make any amendments etc. If you approve the request, the form will progress on to the next level of approval.

Please remember to thoroughly check any notes from previous approvers; particularly finance who may have added details in their section, to confirm how a cost pressure may be accepted or provide some points for your consideration.