

Financial Approval - Medicine and Health

NOTE: this guidance is specific to the recharge and VAT activity within the Faculty of Medicine and Health.

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%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCjQjoiV2luMzIiCjBti6ik1haWwiiCjVVCi6Mn0%3D%7C3000%7C%7C%7C&data=GgKWKppFyczTlvckmHHpq3ET6EY353XR2qAOF7YUztw%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.

0157-22 - Lecturer

Please approve or reject the request.



Progress Request Details Job Advert Selection Criteria Notes

Stage Name	Result	Date
Request Submitted	Submitted	18/07/2022 10:56
HR Approval	Approved	18/07/2022 10:57
Finance Approval	Approved	18/07/2022 10:58
Faculty of Medicine & Health Finance Approval	Awaiting Decision	Send Message
Medicine & Health Finance Manager		
Show Approver		

<< Previous Next >> All | Current | None

Save

You will see that there is a **Medicine & Health Finance Manager** approval.

To start the approval click **Next**.

The whole form will appear, please scroll down to the bottom for the **Faculty of Medicine Finance** section.

The form will look like this and will have been completed:

Faculty of Medicine Finance

Confirm Recharge Details: Confirm Recharge details

Employee Activities: Please attach details of activity being undertaken by the employee (UoL/External organisation) (e.g. Job Description):
Employee Activities: [Bj ank Test Doc.docx](#)
[Upload new document](#)

Contractual Relationship: Other

Please Specify: Further details

Supporting Evidence: Please attach evidence to support the recharge and PO where needed (e.g. secondments agreement/Job plan/contract/e-mail etc):
Recharge Document: [Bj ank Test Doc.docx](#)
[Upload new document](#)

Expected VAT Status: Standard Rated

<< Previous Next >> Save

You will need to review the form and check that all the details are correct. You can, at this point change/amend any details in the form before you approve the form.

Once you have checked and amended the form, if required, you can approve it.



Progress Request Details Job Advert Selection Criteria Notes All Documents

To approve the form click on the **Approve** icon in the top right hand corner.

Once you have clicked **Approve** you have the opportunity to add any notes to the approval if you wish.

Then click on **Confirm Approval**.

The form will then move on to the next stage of approval.