

# Promotions Hiring Manager Guidance

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# 1. Logging in and accessing your forms

Go to <https://jobs.leeds.ac.uk/MyRecruitment/>

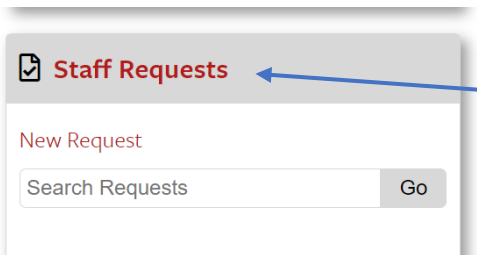
Single sign on will enable you to log into the system, with no requirement to enter other usernames or passwords. Click 'staff login' to enter the online recruitment system.

Please note: Javascript and cookies must be enabled to use this website

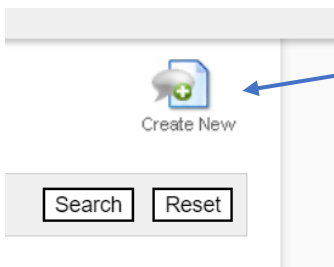
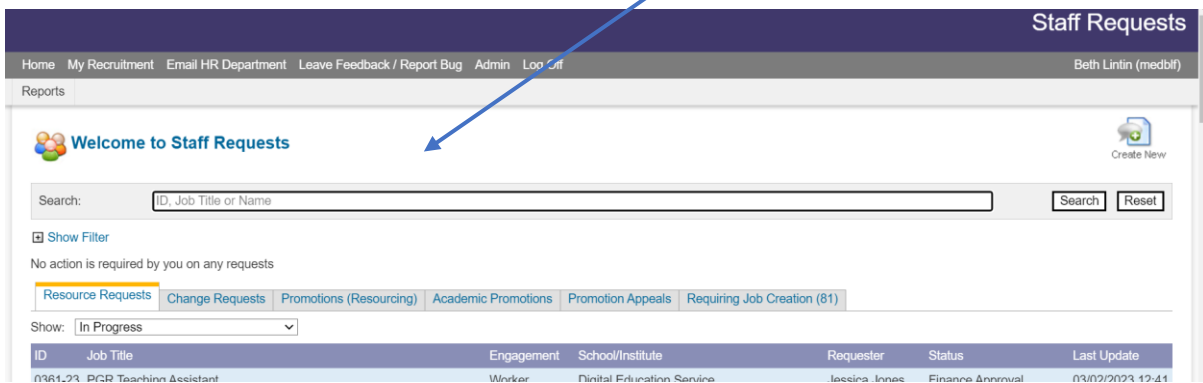
## University of Leeds Staff Login

If you are a member of staff at the University of Leeds, please click the "Staff Login" button to access this site.

Staff Login



Click on the **Staff Requests** Header, and the Staff Requests Dashboard will appear.



To start a new request, click on the **Create New** icon at the top right of the screen.

When the dialogue box with several choices of form appear, select **Promotion (Resourcing Request)** from the list.

### Create New Request

Please select the type of request you wish to make:

#### Resourcing Requests

[Resource needed to deliver a role or activity](#)

[Act Up/Additional Responsibilities](#)

[Change to existing arrangement](#)

[Promotion \(Resourcing Request\)](#)

#### Promotions

[Academic Promotion Application](#)

[Academic Promotion Appeal](#)

The form will be created and appear:

### Online Staff Request Form

Request Type: Promotion Request

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

**NOTE:** When the form appears, a message will prompt you to read the **Promotion Policy and Criteria**, before progressing any further. If you have any queries, please contact your local HR team in the first instance.

## 2. Promotion Request

### 2.1 Faculty/Service detail

Online Staff Request Form

Request Type: Promotion Request

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

Faculty/Service: [Dropdown menu open showing options: External - not a University role, Facilities Directorate, Faculty of Arts, Humanities & Cultures, Faculty of Biological Sciences, Faculty of Business, Faculty of Engineering & Physical Sciences, Faculty of Environment, Faculty of Medicine & Health, Faculty of Social Sciences, Professional Services, Student Education Service, Teaching Excellence and Innovation]

School/Institute: [Empty]

Section: [Empty]

HR Officer: [Empty]

Finance Manager: [Empty]

E&I Training Complete: [Empty]

Employee Name: [Empty]

Employee ID: [Empty]

Select the correct **Faculty/Service**, from the drop down menu.

Online Staff Request Form

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: [Dropdown menu open showing options: Astbury Centre, Biological Sciences Faculty Offices, Central Biomedical Services, School of Biology, School of Biomedical Sciences, School of Molecular & Cellular Biology, School of Molecular & Cellular Biology / Astbury Centre for Structural Molecular Biology]

Section: [Empty]

HR Officer: [Empty]

Finance Manager: [Empty]

E&I Training Complete: [Empty]

Employee Name: [Empty]

Select the correct **School/Institute** from the drop down menu.

Faculty/Service: Faculty of Arts, Humanities & Cultures

School/Institute: School of Design

Section: School of Design

The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

Online Staff Request Form

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: Select approving HR officer

Finance Manager: Select approving finance officer

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down menu).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down menu).

**NOTE:** these boxes are greyed out, but they are **required fields**. If you're unsure of what to enter, please contact your local HR team in the first instance.

### 2.2 Staff Details

Online Staff Request Form

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: Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk)

E&I Training Complete:  Yes  No

Employee Name: Forename [Text box] Surname [Text box]

Employee ID: [Text box]

Employee Job Title: [Text box]

Free type the **Employee's name, ID number and current Job Title**.

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current FTE:

New or in Plan:  New to Plan  In Plan

Promotion

New Grade:

Acting Up:

Acting up/additional pay:

Select the Employee's **current grade** from the drop down menu.

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current Spine Point:

Current FTE:

New or in Plan:  New to Plan  In Plan

Promotion

New Grade:

Acting Up:

Acting up/additional pay:

Insert the Employee's current **Spine Point** from the drop down menu.

Employee Name:

Employee ID:

Employee Job Title:

Current Grade:

Current Spine Point:

Current Salary:

Current FTE:

New or in Plan:  New to Plan  In Plan

Promotion

New Grade:

Acting Up:

Acting up/additional pay:

Once you have selected the Employee's **current Grade and Spine point**, their salary will automatically populate.

Enter the Employee's **current FTE**.

Select whether the request is **New to plan** or **In plan**.

### 2.3 Promotion Details

Promotion

New Grade:

New Spine:

Salary:

Acting Up:

Business Case

Acting up/additional pay:

Select the Employee's **New Grade**.

Promotion

New Grade:

New Spine:

Salary:

Acting Up:

Business Case

Acting up/additional pay:

Select the Employee's **New Spine Point**.

**Promotion**

New Grade:

New Spine:

Salary: 23487

Acting Up: Currently Acting up/additional pay:  
 Yes  No

Once you have selected the Employee's **New Grade and Spine point**, their new salary will automatically populate.

If the Employee is **not** currently **Acting up**, select **No** and move on with the form.

**Promotion**

New Grade:

New Spine:

Salary: 23487

Acting Up: Currently Acting up/additional pay:  
 Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

If the Employee is currently **Acting up**, select **Yes**.

Enter the Employee's **current Acting up Grade and Spine Point**.

Select if the **Acting up will or won't continue**.

## 2.4 Business Case/Submission

**Business Case**

Business Case

Write the **Business case** in this section and then click **Submit**.

**Note:** When you press submit, if you have made an error on the form, error messages will appear at the top of the screen. You will need to amend the errors before you can submit the form:

**Joe Bloggs, Administrator - Promotion Request**

Please fix the following errors before you continue:

- Select an acting up grade [\[Go To Error\]](#)
- Select if act up continuing [\[Go To Error\]](#)

**Online Staff Request Form**

Request Type: Promotion Request

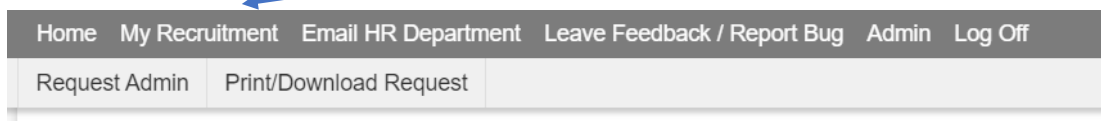
The form will then be submitted for HR approval, followed by any other required approvals.

### 3. Tracking your requests

You can see what stage, and where your request is by selecting **Return to Requests** in the top right of the screen.

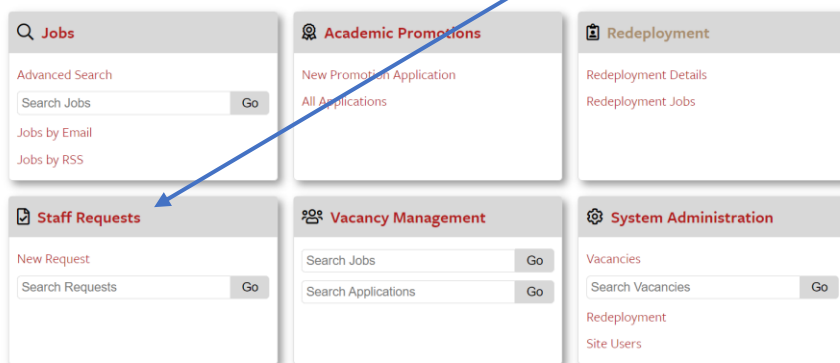


Alternatively, you can select **My Recruitment** from the top left of the screen.



From the main Stonefish dashboard, click on the **Staff Requests** tile in the bottom left of the screen.

My Recruitment & Promotions



Your main **Staff Requests** dashboard will then open. Select the **Promotions (Resourcing)** tab.



You can see if there are any requests that require your action.

You can see where each of your requests is in the process.

You can see all saved drafts.