

UEG Approval Guidance

Once The Head of School/Service has reviewed and approved the request, if required, it will progress to UEG for approval.

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%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQjoiV2luMzllCjB7Ii6k1haWw%7C%7C&data=GgKWKppFyczTlvckmHHpg3ET6EY353XR2qAOF7YUz7w%3D&reserved=0

Human Resources
University of Leeds

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	Awaiting Decision	Send Message

UEG Lead - Faculty of Biological Sciences
[Show Approvers](#)

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

By clicking on the link contained in the email, you will be taken straight into the request progress details section of staff requests

You will be able to see that there is a Finance 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.

0135-22 - Joe Bloggs, Administrator

Please approve or reject the request.

Progress Request Details Notes

Online Staff Request Form

The information in this section is READ ONLY

Requested by: Stephanie 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 (percha / C.Baillif@leeds.ac.uk)
Finance Manager: Kelly Brook (vrodbr / K.L.Brook@leeds.ac.uk)

E&I Training Complete: Yes No
Employee Name: Joe Bloggs
Employee ID: 12345
Employee Job Title: Administrator
Current Grade: Grade 4
Current Spine Point: 12
Current Salary: 26600
Current FTE: 100 %
New or in Plan: New to Plan In Plan

Messages Save Withdraw Approve Reject

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 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 box

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

Then press 'Confirm Rejection'

NOTE: If you reject the request, the form will be sent back to the Manager to make any amendments etc. If you approve, the form will progress on to the next 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.