

## Head of HR Approval

### Contents

<b>1. Accessing the approval request</b> .....	2
<b>2. Concurrency</b> .....	3
2.1 Request Approved .....	3
2.2 Request not approved (to go external only) .....	3
2.3 Request not approved (to go on redeployment, standard advertising) .....	4
2.4 Request not approved (wrong reason given) .....	4
<b>3. External only</b> .....	4
3.1 Request approved .....	5
3.2 Request not approved (to go concurrent) .....	5
3.3 Request Not approved (to go on redeployment, standard advertising) .....	5

**NOTE:** This approval is only for requests where the HR Approver has requested that the role is to be advertised concurrently; or the role is not to go on redeployment, and they have stated the reason as **Other** for either of these requests.

## 1. Accessing the approval request

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%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7CC\\_Baillif%40leeds.ac.uk%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWijoic4wtjAwMDAilCjQjoiV2luMzIiCjBTi6ik1haWwiiCjXVCI6Mn0%3D%7C3000%7C%7C%7C&data=GgKWKppFyczTlvckmHHppq3ET6EY353XR2qAOF7YU2tw%3D&reserved=0](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleeds.stonefish.co.uk%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7CC_Baillif%40leeds.ac.uk%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWijoic4wtjAwMDAilCjQjoiV2luMzIiCjBTi6ik1haWwiiCjXVCI6Mn0%3D%7C3000%7C%7C%7C&data=GgKWKppFyczTlvckmHHppq3ET6EY353XR2qAOF7YU2tw%3D&reserved=0)

Human Resources  
University of Leeds

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

Stage Name	Result	Date
Request Submitted	Submitted	14/07/2022 10:58
HR Approval	Approved	14/07/2022 14:49
Finance Approval	Approved	14/07/2022 14:49
Head of School/Institute Approval	Approved	14/07/2022 14:50
UEG Approval	Approved	14/07/2022 14:50
DVC Sign Off	Approved	14/07/2022 14:51
Head of HR	Awaiting Decision	<a href="#">Send Message</a>

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

You can see that there is a **Head of HR approval pending**.

To open up the form, click **Next**.

The form will appear for you to review (example shown below), but you will be **unable** to make amendments.

0154-22 - Lecturer

Please approve or reject the request.

   

Progress	Request Details	Job Advert	Selection Criteria	Notes
<b>Online Staff Request Form</b> <span style="float: right;">The information in this section is READ ONLY</span>				
Requested by:	Stephanie Corbett			
Submitted:	15/07/2022 08:51			
Job Title:	<input type="text" value="Lecturer"/>			
Subject Area (if relevant):	<input type="text" value="Biology"/>			
Category:	<input type="text" value="Academic"/>			
Engagement:	<input type="text" value="Employee"/>			
Faculty/Service:	<input type="text" value="Faculty of Biological Sciences"/>			

Scroll to the bottom of the form where you will find the **Redeployment and concurrency approval section**.

## 2. Concurrency

If the form is requesting concurrency for an **Other** reason, the section will present as below:

The screenshot shows a form titled "Redeployment and Concurrency". The fields are: "Place on Redeployment:" with value "Yes"; "Advertise Concurrently:" with value "Yes"; "Reason:" with value "Other"; "Details:" with value "Other concurrency reason - details and explanation"; and "Redeployment Approved:" with radio buttons for "Yes" and "No", both unselected. At the bottom are two buttons: "<< Previous" and "Next >>".

The details will show the request and reason.

The **details** will be outlined here.

You can **approve or reject** the request here.

### 2.1 Request Approved

The screenshot shows the same form as above, but the "Redeployment Approved:" radio button for "Yes" is now selected. The "Next >>" button is highlighted with a blue border.

If the **request for concurrency is approved**, select **Yes** and click on **Next** to review the form, or click **Approve** at the top of the form to directly approve.

**NOTE:** Redeployment approved means that you are approving the request that has been made.

### 2.2 Request not approved (to go external only)

The screenshot shows the form with "Redeployment Approved:" radio button for "No" selected. Below it, there is another "Place on Redeployment:" field with radio buttons for "Yes" and "No", both unselected. Below that, there is a "Reason:" field with a dropdown menu. The "Next >>" button is highlighted with a blue border.

If the **request for concurrency is not approved**, select **No**.

If you select **No**, you will be asked if you want the request to go on redeployment.

**NOTE:** If you select **No** this means that you only want the job to go external (no redeployment and no concurrency).

You will then be asked to select the **reason** from the drop down menu.

**NOTE:** If you select **other** from the drop down menu, it is recommended that you add an explanation to the **notes** section of the form.

**Redeployment and Concurrency**

Place on Redeployment: Yes

Advertise Concurrently: Yes

Reason: Other

Details: Other concurrency reason - details and explanation

Redeployment Approved:  Yes  No

Place on Redeployment:  Yes  No

Reason:  Other

<< Previous   Next >>

2.3 Request not approved (to go on redeployment, standard advertising)

- Grade 10 post
- Grade 9 academic post
- Grade 9 non academic post
- Clinical post
- Partnership arrangement
- Marie Curie fellow
- Other**

If you select **No** you will be asked if you want the request to go on redeployment.

Select **yes** if you want the request to go on redeployment (standard advertising)

Select **No** for concurrency.

Select **Next** to review the form and approve.

**Redeployment and Concurrency**

Place on Redeployment: Yes

Advertise Concurrently: Yes

Reason: Other

Details: Other concurrency reason - details and explanation

Redeployment Approved:  Yes  No

Place on Redeployment:  Yes  No

Advertise Concurrently:  Yes  No

<< Previous   Next >>

2.4 Request not approved (wrong reason given)

**Redeployment and Concurrency**

Place on Redeployment: Yes

Advertise Concurrently: Yes

Reason: Other

Details: Other concurrency reason - details and explanation

Redeployment Approved:  Yes  No

Place on Redeployment:  Yes  No

Advertise Concurrently:  Yes  No

Concurrency Reason:

<< Previous   Next >>

If you select **No** you will be asked if you want the request to go on redeployment.

Select **Yes** to place on Redeployment.

Select **Yes** for the post to be concurrent.

Select the correct concurrency reason from the drop down options.

### 3. External only

If the form is requesting **External Advertising only** for an **Other** Reason, the section will present as below:

Redeployment and Concurrency	
Place on Redeployment:	No
Reason:	Other
Details:	external only - Details and explanation
Redeployment Approved:	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

The details will show the request and reason.

The **details** will be outlined here.

You can **approve or reject** the request here.

### 3.1 Request approved

Redeployment and Concurrency	
Place on Redeployment:	No
Reason:	Other
Details:	external only - Details and explanation
Redeployment Approved:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

If the request for **External only** is approved, select **Yes** and click on **Next** to **review the form**, or click **Approve** at the top of the form to directly approve.

**NOTE: Redeployment approved** means that you approve the request that has been made.

### 3.2 Request not approved (to go concurrent)

Redeployment and Concurrency	
Place on Redeployment:	No
Reason:	Other
Details:	external only - Details and explanation
Redeployment Approved:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Place on Redeployment:	? <input checked="" type="radio"/> Yes <input type="radio"/> No
Advertise Concurrently:	? <input checked="" type="radio"/> Yes <input type="radio"/> No
Concurrency Reason:	? <input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

If the **request is to be placed concurrently**, select **yes** for redeployment.

Select **Yes** for concurrency.

Select the **correct reason** from the drop down menu.

### 3.3 Request Not approved (to go on redeployment, standard advertising)

Redeployment and Concurrency	
Place on Redeployment:	No
Reason:	Other
Details:	external only - Details and explanation
Redeployment Approved:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Place on Redeployment:	? <input checked="" type="radio"/> Yes <input type="radio"/> No
Advertise Concurrently:	? <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

If the **request is to go on redeployment for standard advertising**, select **Yes** to redeployment.

Select **No** to advertise concurrently .

You can then select **Next** to review the form and approve, or select **Approve** at the top of the form.