

HR Approval Guidance (all approvals except promotions)

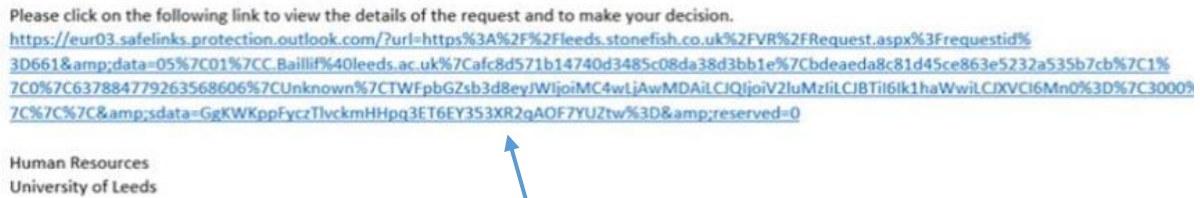
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1. Accessing the approval request

Once a Hiring Manager has submitted a request, it is sent to HR 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.

Please approve or reject the request

Progress Request Details Notes

| Stage Name | Result | Date |
|-------------------|-------------------|------------------------------|
| Request Submitted | Submitted | 15/06/2022 11:54 |
| HR Approval | Awaiting Decision | Send Message |

Cecile Baillif

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

You will be able to see that there is an approval pending. To open up the form, click **Next**.

2. Checking/Amending the form

The whole completed form will appear, you can check each section:

Faculty/Service: Faculty of Biological Sciences
School/Institute: School of Biology
Section: School of Biology
HR Officer: Cecile Baillif (ceciba / C.Baillif@leeds.ac.uk)
Finance Manager: Kally Brook (kallybr / K.L.Brook@leeds.ac.uk)
ESI Training Complete: Yes No
Employee Name: [Text] [Text]
Employee ID: [Text]
Employee Job Title: Administrator
Current Grade: Grade 4
Current Spine Point: 14
Current Salary: 21686
Current FTE: [Text]
New or in Plan: New to Plan In Plan

Check that the Hiring Manager has put the correct information in the form

NOTE: You have the ability to make changes to the form at this point*

Business Case

Business Case

Check the Business case is correct

NOTE: You have the ability to make changes to the form at this point *

***You have the option to make changes and approve the form, or you can reject the form, noting the changes to be made by the hiring manager. If you reject the form it will be sent back to the hiring manager. You can add any notes to the notes section (shown below).**

3. HR Approval details

The HR Approval section will sit underneath the Business case:

HR Approval

Request Type Appropriate: ? Yes No

Is the request type appropriate?

NOTE: If the request type is not appropriate, select 'No'. The form cannot be progressed any further, you must reject the request and leave a note on the next page explaining why.

HR Approval

Request Type Appropriate: ? Yes No

Weights/Market Supplement:

- Market Supplement
- Salary Supplement
- London Weighting
- Relocation Package

Does the role require any weights/Market supplements? If yes then tick the appropriate boxes.

NOTE: you can tick multiple boxes if required.

HR Approval

Request Type Appropriate: ? Yes No

Weights/Market Supplement:

- Market Supplement
- Salary Supplement
- London Weighting
- Relocation Package

Details:

Please give details of the weights/market supplements selected above:

If you tick one or more of these boxes you will be required to give details in the box that appears below.

HR Approval

Request Type Appropriate: ? Yes No

Weights/Market Supplement:

- Market Supplement
- Salary Supplement
- London Weighting
- Relocation Package

Details:

Please give details of the weights/market supplements select

Contract Type Appropriate: ? Yes No

UEG-lead Approval Required: Yes No

DVC Sign Off Required: Yes No

UKVI Sponsorship Unavailable: Yes No

Place on Redeployment: Yes No

Is the Contract type appropriate?

NOTE: If the Contract type is not appropriate, select **No**. The form cannot be progressed any further, you must reject the request and leave a note on the next page explaining why.

Is UEG lead approval required? If you select **Yes** the form will progress to further levels of approval.

Is DVC sign off required? If you select **Yes** the form will progress to further levels of approval.

Is UKVI sponsorship unavailable? Select the correct option.

Place on Redeployment? Select if you would like the job advert to go on redeployment.

3.1 Placing on Redeployment:

Contract Type Appropriate: Yes No
UEG-lead Approval Required: Yes No
DVC Sign Off Required: Yes No
UKVI Sponsorship Unavailable: Yes No
Place on Redeployment: Yes No
Advertise Concurrently: Yes No

If you select **yes** you will be prompted to state if the role is to be advertised concurrently.

Select the correct option. If you select **no** you can move on to the next part of the form

Place on Redeployment: Yes No
Advertise Concurrently: Yes No
Concurrency Reason:
Grading
Confirm Grade:
ECC Role Code:

If you select **yes** for concurrent advertising you will be prompted to select a reason from the drop down menu.

NOTE: If your Concurrency Reason does not fit into any of the drop down reasons, you must select **Other** and state the details (see below).

If you are unsure about the reason, please speak to your Head of HR before submitting your approval. The form can be rejected at Head of HR approval stage, if the reason is not appropriate.

Place on Redeployment: Yes No
Advertise Concurrently: Yes No
Concurrency Reason: Other
Details:

If you select the reason **other** you will be prompted to fill in the details box that appears below.

NOTE: If you select the reason **other** this will automatically require a Head of HR approval before the request can be confirmed.

3.2 Not Placing on Redeployment

Place on Redeployment: Yes No
Reason:
Grading
Confirm Grade:
ECC Role Code:

If you are **not placing the role on Redeployment**, select **no**.

You will be prompted to **select a reason** from the drop down menu.

NOTE: If your Redeployment reason does not fit into any of the drop down reasons, you must select **Other** and state the details (see below). If you are unsure about the reason, please speak to your Head of HR before submitting your approval. The form can be rejected at Head of HR approval stage if the reason is not appropriate.

Place on Redeployment: Yes No

Reason:

Details:

If you select the reason **Other** you will be prompted to fill in the details box that appears below.

NOTE: If you select the reason **Other** this will automatically require a Head of HR approval before the request can be confirmed.

4. Confirm Grade

Grading

Confirm Grade:

ECC Role Code:

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You will be prompted to confirm the grade of the role. You can select the grade from the drop down menu.

Grading

Confirm Grade:
Please make sure you have had a conversation with the Recruiting Manager about the grade

ECC Role Code:

NOTE: If you select a grade different from the one in the original request, this message will appear. It is advised that you speak to the Recruiting manager at this point.

Grading

Confirm Grade:

ECC Role Code:

<< Previous Next >>

Insert the ECC role code

Click on **Next** to move on to the next part of the form

5. Job Advert

Once you click **Next** the job advert will appear. You will be able to view and amend if necessary.

Progress Request Details **Job Advert** Selection Criteria Notes

Job Advert

Some text about what should be in an advert here.

Overview of the Role:

Advert Details:

Main Duties and Responsibilities:

Once you have reviewed/amended click **Next** at the bottom of the screen and the selection criteria will appear. You will be able to review and amend if necessary.

6. Selection Criteria

Progress Request Details Job Advert Selection Criteria Notes

Selection Criteria

Some text about what should be in the selection criteria here

1. Type: []

Details: Criteria []

Selection Criteria is: Essential Desirable

Add: 1 Selection Criteria Remove Empty Items

<< Previous Next >>

Once you have reviewed/amended, click **Next** to move on with the form.

7. Notes and Approval

0152-22 - Lecturer

Please approve or reject the request.

Messaging Save Withdraw Approve Reject

Progress Request Details Job Advert Selection Criteria Notes

Notes

Save Notes Cancel Changes

<< Previous Next >>

Save

Use the notes section to record why you have not approved the request

You can also use this section to add any other notes you may wish to.

You can now approve or reject the form by clicking on these icons

It is also recommended that you save the form

NOTE: you can save the form at any point during the process to return to it at a later date.

If the form is approved it will be sent on to the next stage of approval (Research Finance/Finance).

If the form is rejected, it will be sent back to the Hiring Manager.

Please note, HR can amend any details on the forms, at any stage.

The form will also return to HR at the end of the process; changes can be made to adverts/JDs up to the point of a role going live.