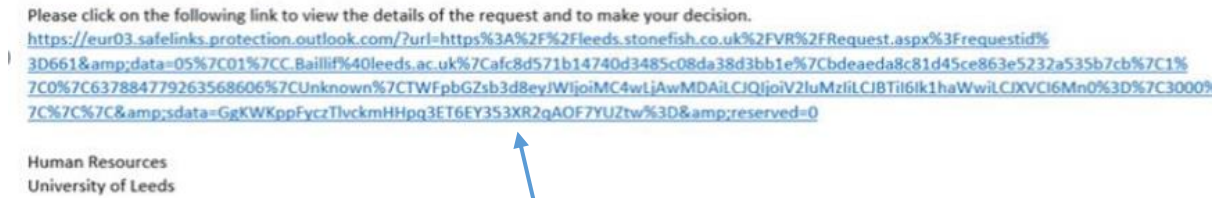


# Staff Requests - HR Approval Guidance – Promotions

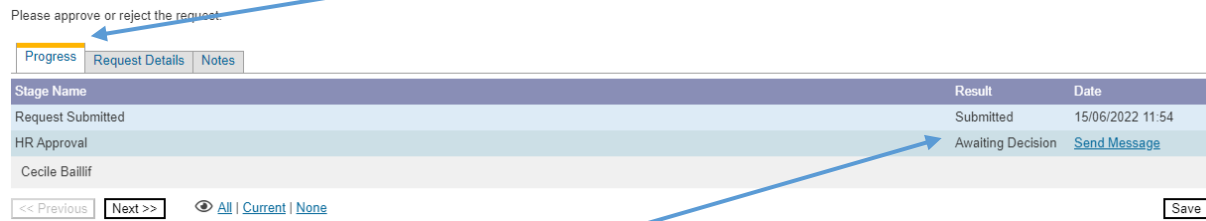
## 1. Accessing the approval request

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

You will receive an email like the one below:



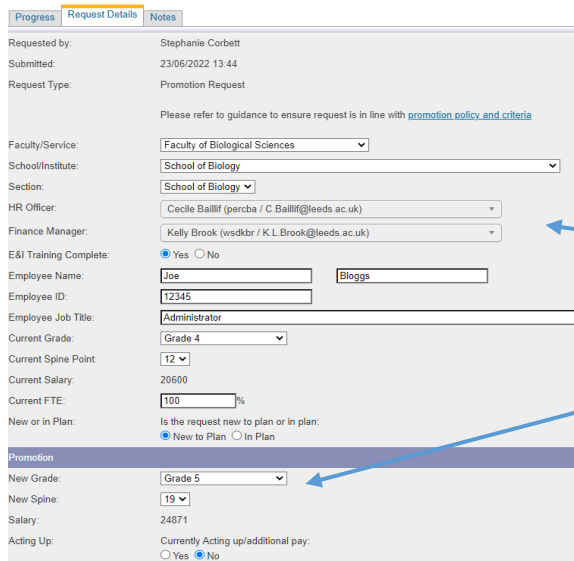
By clicking on the link contained in the email, you will be taken straight to the progress tab of the staff request.



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



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

Check the **promotions information**.

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

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**:

**Is the request type appropriate?**

**NOTE:** If the request type is not appropriate, select **No**. You can **leave a note** on the next page explaining why.

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

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

### 4. Confirm Grade

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

Insert the ECC role code.

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

### 7. Notes and Approval

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**.