Contents

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%2FVR%2FRequest.aspx%3Frequestid%
3D661&data=05%7C01%7CC.Baillif%40leeds.ac.uk%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%
7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%
7C%7C%7C&sdata=GgKWKppFyczTlvckmHHpq3ET6EY353XR2qAOF7YUZtw%3D&reserved=0

Human Resources
University of Leeds

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 finished request.

Stage Name	Result	Date
Request Submitted	Submitted	05/01/2023 14:17
HR Approval	Approved	12/01/2023 17:06
Finance Approval	Approved	13/01/2023 15:54
Head of School/Institute Approval	Approved	17/01/2023 10:37
UEG Approval	Approved	20/01/2023 12:07
Request Approved		
HR Confirmation	Pending Action	Send Message
HR Officer - LUBS SES Faculty team		
Show Approvers Edit Approver		

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

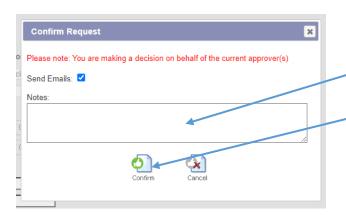You will be able to see that there is a HR Confirmation pending. To open up the form, click **Next.**

NOTE: when you click **Next** the form will appear, you will be able to review the details but not edit them.

0135-22 - Joe Bloggs, Administrator

Please approve or reject the finished 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

Once you have reviewed the form, you can **confirm or reject the form** by clicking here.

NOTE: at this stage of the process, you will be able to review the form, but not make any changes. If there is anything wrong with the form, you will need to reject the request as shown below.

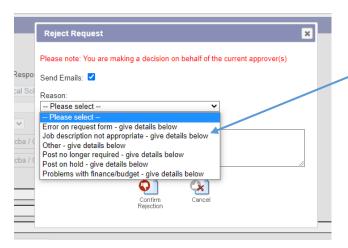2. **Confirm Request:**

If you **approve the request**, this box will appear where you can leave any **notes**. You can then **Confirm.**

3. **Reject Request:**

If you wish to **reject the request**, you must select the reason from the drop down menu.

You should give further details of why you are rejecting the request in the **notes** box.

Then click on **Confirm Rejection.**

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

If you approve at this stage, the form will show as **confirmed.**

NOTE: You can now share the reference number with the HR Team/Administrators who will be setting the job to live.

4. Create Job- recruitment only

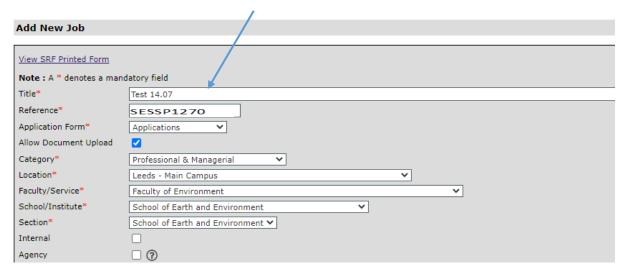Once you have **confirmed the request**, this message will appear at the top of the page.

Request Admin	Print/Download Request	User Guide			Return to Requests

0146-22 - Test 14.07

Withdraw   Create Job

The request has been finished. You can create a new job based on this information using the 'Create Job' button.

Progress	Request Details	Job Advert	Selection Criteria	Notes

Stage Name		Result	Date

You can click on the **Create Job** icon to proceed.

Once you have clicked on the icon, the job will appear with a **new job reference on Stonefish** as shown below:

Add New Job

View SRF Printed Form

Note : A * denotes a mandatory field

Field	Value
Title*	Test 14.07
Reference*	SESSP1270
Application Form*	Applications
Allow Document Upload	☑
Category*	Professional & Managerial
Location*	Leeds - Main Campus
Faculty/Service*	Faculty of Environment
School/Institute*	School of Earth and Environment
Section*	School of Earth and Environment
Internal	☐
Agency	☐ ⑦

5. How to retrieve the job and make it live

Go to **https://jobs.leeds.ac.uk/Logon/** and log on using the staff login as shown below:

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

Once logged in, click on the 'ADMIN' tab on the page

HOME	ADMIN	MY RECRUITMENT	VACANCY MANAGEMENT	LOG OFF

UNIVERSITY O

CURRENT VACANCIES	HOW TO APPLY	CRIMINAL RECORDS	WORKING AT LEEDS	CONTACT US	FAQS

My Recruitment & Promotions

My Details

Q Jobs	🗎 My Applications	⚲ Academic Promotions
Advanced Search	Submitted Applications (1)	New Promotion Application

Once on the Admin page, click on the **Vacancies** tab as highlighted below:

Vacancies | VM | SRF | My Recruitment | Back to site | Log Off |

The **vacancy page** will appear:

Add New:
[Job] [Advert] [Direct]
[Speculative]

Applications:
[Search] [Surveys] [Applied]

Edit:
[Vacancy Configuration]

Applicant Email Search:
[   ]
[Search]

Job Title/Ref Search:
[   ]
[Search]

View:
- Released
- Pending Release
- Requiring Activation
- Closed, not Finished
- Finished

Released

View: Jobs

Released   Pending Release   Requiring Acti

Ref	T
CSLIB1000	M

Search for the job by adding the job reference number (or job title) here and clicking **search.**

The job with that reference number (or multiple jobs if you have searched by job title) will appear. Click on **Edit** for the correct job:

Search For 'lecturer'

View: Jobs

Released   Pending Release   Requiring Activation   Closed, not Finished   Finished

Ref	Title	Type	Status	Direct Link	Hiring Manager	Sub	Pen	Options
001514	Lecturer	Open	Offline	No	Matt Testchairman	2		View Edit
002514	Senior Clinical Lecturer with DBS	Open	Offline	No	Matt Testchairman	5	0	View Edit
MAPMA1000	lecturer in statistics	Open	Offline	No	Matt Hiringman	0	0	View Edit

Add New Job

View SRF Printed Form

Note : A * denotes a mandatory field

Title*	Lecturer
Reference*	AUTO
Application Form*	Applications
Allow Document Upload	☑
Category*	Academic
Location*	Leeds - Main Campus
Faculty/Service*	Faculty of Biological Sciences
School/Institute*	School of Biology
Section*	School of Biology
Internal	☐
Agency	☐ ⑦
Redeployment	(Please note, this cannot be changed after the job has been created) ○ No Redeployment ● Standard Redeployment ○ No Open Stage (this can be released at a later date) View Redeployee Matches

	Redeployment	Open
Release Date*	20/07/2022	dd/mm/yyyy ⑦
Close Date*	03/08/2022	17/08/2022
Shortlist By Date	dd/mm/yyyy	dd/mm/yyyy
Interview Date	dd/mm/yyyy	dd/mm/yyyy
	○ "To be confirmed"	○ "To be confirmed"
	○ "See advert"	○ "See advert"
	● Blank	● Blank
Job Family*	Academic	
Job Grade*	Grade 8 To Grade 8	
Salary	42149 To 50296	
Salary Suffix	-- Select text or write below --	
	per annum	
Salary Extra		
Funding	● Core ○ External Funding	
Working Time		
Post Type	● Full Time ○ Part Time ○ Full Time Term Time ○ Part Time Term Time ○ Full Time/Part Time ○ Hourly/Variable	
Contract Type	● Ongoing ○ Fixed Term	

The job will appear and you will now be able to enter any further information such as the **shortlisting and interview dates if known.**

Post Type	⦿ Full Time ○ Part Time ○ Full Time Term Time ○ Part Time Term Time ○ Full Time
Contract Type	⦿ Ongoing ○ Fixed Term
Restricted	☐ ⑦
Direct Link Only	☐ ⑦
HR Application Approval	☐ ⑦
Anonymous Shortlisting	☐ ⑦
UKVI Sponsorship Unavailable	☐ ⑦
Footer	No Footer ▾
Number of Referees	2 ▾
Hiring Manager*	None Selected [Search]
Assistant	None Selected [Search]
Shortlisters	None Selected [Search]
HR Contact*	None Selected [Search] [Select Myself]
Additional HR Contacts	Test Redeployee (tredep) [Remove] [Search] [Select Myself]
Deletion Period	6 Months ▾ [From finished date]
Re-Advertising	First time advertised ▾
Recruitment Sources	Jobcentre Plus / Jobs.ac.uk / Other / Told about role from a colleague / Told about role from a friend / University website [Edit Sources]
Admin Notes	

Next Cancel

You should also enter the **Hiring Manager** and **HR contact information.**

Add any further **admin notes** required.

You can then click **next** to move on.

You will then have the opportunity to review the **Killer questions, Selection criteria and the Job description.**
NOTE: you can still make changes to the formatting at this point, as you would do normally.
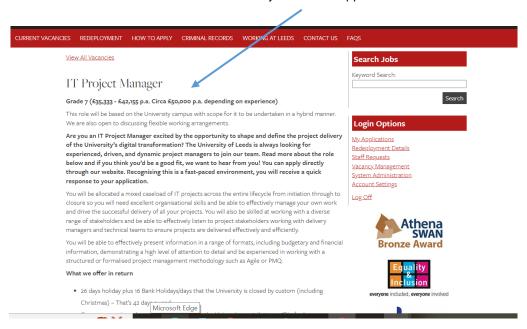
we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, a people. Candidates will always be selected based on merit and ability.

We have identified that are currently underrepresented in this role and particularly welcome applications. Candidates

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be

Criminal Records

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) and as such, applicar and where relevant, equivalent overseas authorities.

SEO Description:

SEO Keywords: (Comma separated list of individual words)

Finish Cancel

When you have reviewed these areas, you can click on **finish.**

Once you have finished, the job will appear complete. You can then **preview the Job and person specification** as below:

Go to job in VM
Go to interview arrangements in VM
Go to request in SRF

Edit Documents History Activate Copy Delete Preview Notify

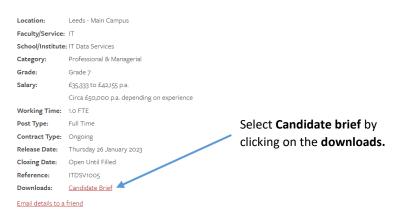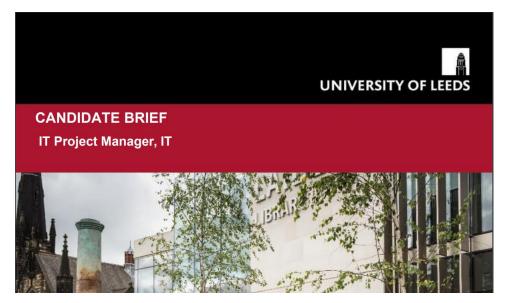| Title	Lecturer
Reference	UOL1014
Advert URL	https://leeds.stonefish.co.uk/UOL1014
Application Form Type	Applications
Allow Document Upload	Yes
Category	Academic

You can preview the job by clicking on **preview.**

The job will then appear.

You can **preview the Candidate Brief, including the Person Specification,** by scrolling to the bottom of the page:

Location:	Leeds - Main Campus
Faculty/Service:	IT
School/Institute:	IT Data Services
Category:	Professional & Managerial
Grade:	Grade 7
Salary:	£35,333 to £42,155 p.a.
	Circa £50,000 p.a. depending on experience
Working Time:	1.0 FTE
Post Type:	Full Time
Contract Type:	Ongoing
Release Date:	Thursday 26 January 2023
Closing Date:	Open Until Filled
Reference:	ITDSV1005
Downloads:	Candidate Brief

Email details to a friend

Select **Candidate brief** by clicking on the **downloads.**

The **Candidate Brief** will appear:

NOTE: Once previewed you can go back into the job and make amends to the formatting etc, as you would have done previously.

The **request is now complete.**

6.   Change requests

You can still **view requests which have been fully confirmed** and are waiting to be actioned on SAP. To do so, set the filter to **finished,** and only fully completed requests will show in the results.

No action is required by you on any requests

| Resource Requests | Change Requests | Promotions (Resourcing) | Academic Promotions | Promotion Appeals | Requiring Job Creation (22) |

Show: Finished

ID	Staff Member	Job Title	Change Type	Last Update
0243-22	DJ Leo	DJ Leo, Testing shared inbox - Act Up/Additional Responsibilities	Act Up	13/09/2022 14:10
0232-22	Smith Sam	Smith Sam, Final Test change to FTE - Change to FTE	FTE	08/09/2022 11:51
0191-22	Sam Smith	Sam Smith, Unknown - Change to FTE	FTE	07/09/2022 16:16

Click into the relevant request to view its full details.

NOTE: All requests within this section can be actioned both on SAP and the standard issuing of paper work to the employee.