

Staff Requests - HR Confirmation Guidance

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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%2FVFR%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7C%7C.Baillif%40leeds.ac.uk%7Cafcd571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWijoiMC4wLjAwMDAilCjQjoiV2luMzliLjBjTil6lk1haWw%7C%7C%7C&sd=0&data=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.

Messaging Save Withdraw Confirm Reject

Progress Request Details Job Advert Selection Criteria Notes

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.

Messaging Save Withdraw Confirm Reject

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:

Confirm Request [X]

Please note: You are making a decision on behalf of the current approver(s)

Send Emails:

Notes:

[Text Area]

Confirm Cancel

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

3. Reject Request:

Reject Request [X]

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 menu.

Reject Request [X]

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:

[Text Area]

Confirm Rejection Cancel

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.

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
Request Submitted	Submitted	04/04/2024 15:35
HR Approval	Approved	05/01/2023 10:12
Finance Approval	Approved	06/01/2023 08:25
Head of School/Institute Approval	Approved	06/01/2023 12:27
UEG Approval	Approved	24/01/2023 12:17
Request Approved		
HR Confirmation	Confirmed	24/01/2023 12:19
HR Officer (confirmed by Rachael G)		

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

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.

The screenshot shows a recruitment system interface. At the top, there are links for 'Request Admin', 'Print/Download Request', and 'User Guide'. On the right, there is a 'Return to Requests' link. Below this, the request ID '0146-22 - Test 14.07' is displayed. A message states: 'The request has been finished. You can create a new job based on this information using the 'Create Job' button.' Below the message are two icons: 'Withdraw' and 'Create Job'. A blue arrow points from the text above to the 'Create Job' icon. Below the message are tabs for 'Progress', 'Request Details', 'Job Advert', 'Selection Criteria', and 'Notes'. At the bottom, there is a table header with columns 'Stage Name', 'Result', and '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:

The screenshot shows the 'Add New Job' form. At the top, there is a link for 'View SRF Printed Form'. Below this is a note: 'Note : A * denotes a mandatory field'. The form fields are: Title* (Test 14.07), Reference* (SESSP1270), Application Form* (Applications), Allow Document Upload (checked), 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 (unchecked), and Agency (unchecked with a question mark). A blue arrow points from the text above to the 'Reference*' field.

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:

The screenshot shows the 'University of Leeds Staff Login' page. At the top, there is a red banner with the text 'University of Leeds Staff Login'. Below this is a message: 'If you are a member of staff at the University of Leeds, please click the "Staff Login" button to access this site.' At the bottom right, there is a 'Staff Login' button. A blue arrow points from the text above to the 'Staff Login' button.

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

The screenshot shows the University of Leeds recruitment system dashboard. At the top, there is a navigation bar with links for 'HOME', 'ADMIN', 'MY RECRUITMENT', 'VACANCY MANAGEMENT', and 'LOG OFF'. Below this is a red banner with the text 'UNIVERSITY OF LEEDS'. Below the banner are links for 'CURRENT VACANCIES', 'HOW TO APPLY', 'CRIMINAL RECORDS', 'WORKING AT LEEDS', 'CONTACT US', and 'FAQS'. Below this is the text 'My Recruitment & Promotions'. At the bottom right, there is a 'My Details' link with a gear icon. Below this are three main sections: 'Jobs' (Advanced Search), 'My Applications' (Submitted Applications (1)), and 'Academic Promotions' (New Promotion Application).

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



The **vacancy page** will appear:

Add New:
[\[Job\]](#) [\[Advert\]](#) [\[Direct\]](#)
[\[Speculative\]](#)

Applications:
[\[Search\]](#) [\[Surveys\]](#) [\[Applied\]](#)

Edit:
[\[Vacancy Configuration\]](#)

Applicant Email Search:

Job Title/Ref Search:

View:

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

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	0	View Edit
002514	Senior Clinical Lecturer with DBS	Open	Offline	No	Matt Testchairman	5	0	View Edit
MAPNA1000	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

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](#)

Release Date* 20/07/2022 dd/mm/yyyy

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"

"See advert"

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 ?

Direct Link Only ?

HR Application Approval ?

Anonymous Shortlisting ?

UKVI Sponsorship Unavailable ?

Footer

Number of Referees

Hiring Manager* [Search]

Assistant [Search]

Shortlisters [Search]

HR Contact* [Search] [Select Myself]

Additional HR Contacts [Remove] [Search] [Select Myself]

Deletion Period [From finished date]

Re-Advertising

Recruitment Sources [Edit Sources]

Admin Notes

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)

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](#)

Title Lecturer

Reference UOL1014

Advert URL <https://leeds.stonefish.co.uk/UOL1014>

Application Form Type Applications

Allow Document Upload Yes

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

The job will then appear.

The screenshot shows the University of Leeds job portal. At the top is a red navigation bar with links: CURRENT VACANCIES, REDEPLOYMENT, HOW TO APPLY, CRIMINAL RECORDS, WORKING AT LEEDS, CONTACT US, and FAQs. Below this is a link for 'View All Vacancies'. The main heading is 'IT Project Manager' with a blue arrow pointing to it. Below the heading is the grade and salary: 'Grade 7 (£35,333 - £42,155 p.a. Circa £50,000 p.a. depending on experience)'. The role description follows, stating it's based on the University campus with a hybrid scope. A key message asks if the user is an IT Project Manager excited by the opportunity to shape and define the project delivery of the University's digital transformation. Below this are three paragraphs of detailed role information. On the right side, there is a 'Search Jobs' section with a keyword search box and a 'Search' button. Below that is a 'Login Options' section with links for My Applications, Redeployment Details, Staff Requests, Vacancy Management, System Administration, Account Settings, and Log Off. At the bottom right, there are logos for the Athena SWAN Bronze Award and Equality & Inclusion, with the tagline 'everyone included, everyone involved'. At the very bottom, there is a 'Microsoft Edge' browser notification bar.

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:

The screenshot shows the header of a 'CANDIDATE BRIEF' document. At the top right is the University of Leeds logo. Below it, the text 'UNIVERSITY OF LEEDS' is displayed in white on a dark background. A red horizontal bar contains the text 'CANDIDATE BRIEF' in white, with 'IT Project Manager, IT' below it. The bottom portion of the image shows a photograph of a building with a large 'LIBRARY' sign, partially obscured by trees.

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.