

## Staff requests - Change to Existing Arrangement

### Hiring Manager Guidance

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# 1. Logging in and accessing your forms

Go to <https://jobs.leeds.ac.uk/MyRecruitment/>

Single sign on will enable you to log into the system, with no requirement to enter other usernames or passwords. Click 'staff login' to enter the online recruitment system.

Please note: Javascript and cookies must be enabled to use this website

## 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

## Staff Requests

New Request

Search Requests

Go

Click on the **Staff Requests** Header, and the Staff Requests Dashboard will appear.

Staff Requests

Home My Recruitment Email HR Department Leave Feedback / Report Bug Admin Log Off Beth Lintin (medbif)

Reports

Welcome to Staff Requests

Create New

Search: [ID, Job Title or Name] Search Reset

Show Filter

No action is required by you on any requests

Resource Requests Change Requests Promotions (Resourcing) Academic Promotions Promotion Appeals Requiring Job Creation (81)

Show: In Progress

ID	Job Title	Engagement	School/Institute	Requester	Status	Last Update
0361.23	PCR Teaching Assistant	Worker	Digital Education Service	Jessica Jones	Finance Approval	03/02/2023 12:41

Create New

To start a new request, click on the **Create New** icon at the top right of the screen.

## Create New Request

Please select the type of request you wish to make:

### Resourcing Requests

[Resource needed to deliver a role or activity](#)

[Act Up/Additional Responsibilities](#)

[Change to existing arrangement](#)

[Promotion \(Resourcing Request\)](#)

### Promotions

[Academic Promotion Application](#)

[Academic Promotion Appeal](#)

When the dialogue box with several choices of form appear, select the **appropriate form** from the list.

## Create New Request

Change Type:

Change to FTE  
Extension of fixed-term contract / funding  
Extension of Act Up/additional duties  
Change from fixed term to open-ended/open ended fixed funded (105)

You will then be prompted to **select a change type** from the drop down menu.

## 2. Change in FTE

### 2.1 Faculty/Service details

The change request form will appear:

The screenshot shows the top of the 'Change Request' form. At the top right, there are three icons: 'Save', 'Submit', and 'Delete'. Below these is a blue header bar with the text 'Online Staff Request Form'. Underneath, the 'Request Type' is set to 'Change to FTE'. The 'Faculty/Service' field is a dropdown menu with a red asterisk next to it, indicating it is a compulsory field. Below it are 'School/Institute' and 'Section' dropdown menus.

You can begin to complete the form.

**Note:** that you can save your form at any time, and return to it at a later date by clicking on **save**.

You must complete all fields, **compulsory fields** that are not completed will mark with a **red star**.

You will not be able to progress until these are completed.

This screenshot shows the 'Faculty/Service' dropdown menu expanded. The menu lists various options: 'External - not a University role', 'Facilities Directorate', 'Faculty of Arts, Humanities & Cultures', 'Faculty of Biological Sciences', 'Faculty of Business', 'Faculty of Engineering & Physical Sciences', 'Faculty of Environment', 'Faculty of Medicine & Health', 'Faculty of Social Sciences', 'Professional Services', 'Student Education Service', and 'Teaching Excellence and Innovation'. A red asterisk is visible to the right of the dropdown arrow.

Select the correct **Faculty/Service**, from the drop down menu.

This screenshot shows the 'School/Institute' dropdown menu expanded. The menu lists options: 'Astbury Centre', 'Biological Sciences Faculty Offices', 'Central Biomedical Services', 'School of Biology', 'School of Biomedical Sciences', 'School of Molecular & Cellular Biology', and 'School of Molecular & Cellular Biology / Astbury Centre for Structural Molecular Biology'. A red asterisk is visible to the right of the dropdown arrow.

Select the correct **School/Institute** from the drop down menu.

This screenshot shows the 'Section' dropdown menu expanded. The menu lists options: 'School of Biology'. A red asterisk is visible to the right of the dropdown arrow.

The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

This screenshot shows the 'HR Officer' and 'Finance Manager' fields. Both are dropdown menus with the text 'Select approving HR officer' and 'Select approving finance officer' respectively. A red asterisk is visible to the right of the 'HR Officer' dropdown arrow.

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down box).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down box).

## 2.2 Employee details

Online Staff Request Form

Request Type: Change to FTE

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Cecile Baillif (percba / C.Baillif@leeds.ac.uk)

Finance Manager: Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk)

E&I Training Complete:  Yes  No

Employee Name: Forename Surname

Employee ID:

Employee Job Title:

Free type the **Employee's name, ID and current Job Title.**

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade:   
 Grade 2   
 Grade 3   
 Grade 4   
 Grade 5   
 Grade 6   
 Grade 7   
 Grade 8   
 Grade 9   
 Grade 10

Current FTE:

New or in Plan:  New to Plan  In Plan

Change to FTE

Tenure:

Select the Employee's **current grade** from the drop down menu.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 4

Current Spine Point:   
 11   
 12   
 13 request new to plan or in plan:   
 14  New to Plan  In Plan   
 15   
 16   
 17 temporary   
 18 going change (subject to Contract/Funding end date for Fix   
 19

Current FTE: %

New or in Plan:  New to Plan  In Plan

Change to FTE

Tenure:

Insert the Employee's current **Spine Point** from the drop down menu.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 4

Current Spine Point: 12

Current Salary: 20600

Current FTE: 80.00 %

New or in Plan:  New to Plan  In Plan

Once you have selected the Employee's **current Grade and Spine point**, their salary\_will automatically populate.

Enter the Employee's **current FTE.**

Select whether the request is **New to plan** or **In plan.**

## 2.3 Change in FTE Details

Change to FTE

Tenure:   
  Temporary   
  Ongoing change (subject to Contract/Funding end date for Fixed Term or Open-ended fixed funded)

Term-Time Only:   
  Yes  No

Start Date: dd/mm/yyyy

Select the **tenure** of the change.

State if the employee works **term time only.**

Insert the **start date** of the change.

**Change to FTE**

Tenure:  Temporary  
 Ongoing change (subject to Contract/Funding end date for Fixed Term or Open-end

Term-Time Only:  Yes  No

Start Date:

End Date:

If the tenure is **Temporary**, a further box will appear for you to insert the **End date** for the change.

**Change to FTE**

Tenure:  Temporary  
 Ongoing change (subject to Contract/Funding

Term-Time Only:  Yes  No

Start Date:

Current Annual Hours:

New Annual Hours:

If the Employee is **term time only**, further boxes will appear for you to insert the **Current Annual Hours** and the **New Annual Hours**.

**Change to FTE**

Tenure:  Temporary  
 Ongoing change (subject to Contract/Funding end date fo

Term-Time Only:  Yes  No

Start Date:

New FTE: %

Once you have entered the **Start Date**, (and **End date** if required), you will be prompted to enter the **New FTE**.

**NOTE:** If this change impacts the **employee's working pattern**, please provide details of what days and hours the employee will be working, in the **business case at the foot of the form**.

**Change to FTE**

Tenure:  Temporary  
 Ongoing change (subject to Contract/Funding end date for Fix

Term-Time Only:  Yes  No

Start Date:

New FTE: %

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Is the Employee currently acting up or receiving additional pay? Click **Yes** or **No** here.

If your answer is **no** you will move to the next section.

**Change to FTE**

Tenure:  Temporary  
 Ongoing change (subject to Contract/Funding end date fo

Term-Time Only:  Yes  No

Start Date:

New FTE: %

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

If you click **Yes** you will be prompted to fill in the **current Acting up Grade** and **Acting up Spine Point**.

Also state if the **current Acting up arrangement** will continue.

## 2.4 Business Case

Business Case

Business Case

Save Submit

**NOTE:** If the change impacts the employee's working pattern, provide details of what days and hours the employee will be working in the business case.

Write the **Business case** in this section and then click **Submit**.

**NOTE:** When you press submit, if you have made an errors on the form, error messages will appear at the top of the screen. You will need to amend the errors before you can submit the form:

### Joe Bloggs, Administrator - Change from f

Please fix the following errors before you continue:

- Select the approving HR officer [\[Go To Error\]](#)
- Select the approving finance manager [\[Go To Error\]](#)

The form will then be submitted for HR approval, followed by any other required approvals.

## 3. Extension of Fixed Term Contract/Funding

Create New Request

Change Type:

Extension of fixed-term contract / funding

Change to FTE

Extension of fixed-term contract / funding

Extension of Act Up/additional duties

Change from fixed term to open-ended/open ended fixed funded (1)

Select the Change type as **Extension of Fixed term contract/funding** from the drop down menu and click **continue**.

Once you have selected the change type the form will appear.

### 3.1 Faculty Service details

Online Staff Request Form

Request Type: Extension of fixed-term contract / funding

Faculty/Service: [Dropdown menu open]

School/Institute: [Dropdown menu open]

Section: [Dropdown menu open]

HR Officer: [Text field]

Finance Manager: [Text field]

E&I Training Complete: [Radio buttons]

Employee Name: [Text field]

Employee ID: [Text field]

Employee Job Title: [Text field]

The dropdown menu for Faculty/Service is open, showing the following options: External - not a University role, Facilities Directorate, Faculty of Arts, Humanities & Cultures, Faculty of Biological Sciences, Faculty of Business, Faculty of Engineering & Physical Sciences, Faculty of Environment, Faculty of Medicine & Health, Faculty of Social Sciences, Professional Services, Student Education Service, Teaching Excellence and Innovation.

Select the correct **Faculty/Service**, from the drop down menu.

Online Staff Request Form

Request Type: Extension of fixed-term contract / funding

Faculty/Service: Faculty of Biological Sciences

School/Institute: [Dropdown menu open]

Section: [Dropdown menu open]

HR Officer: [Text field]

Finance Manager: [Text field]

E&I Training Complete: [Radio buttons]

Employee Name: [Text field]

Employee ID: [Text field]

Employee Job Title: [Text field]

The dropdown menu for School/Institute is open, showing the following options: Astbury Centre, Biological Sciences Faculty Offices, Central Biomedical Services, School of Biology, School of Biomedical Sciences, School of Molecular & Cellular Biology, School of Molecular & Cellular Biology / Astbury Centre for Structural Molecular Biology.

Select the correct **School/Institute** from the drop down menu.

Online Staff Request Form

Request Type: Extension of fixed-term contract / funding

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: [Dropdown menu open]

HR Officer: [Text field]

Finance Manager: [Text field]

E&I Training Complete: [Radio buttons]

Employee Name: [Text field]

Employee ID: [Text field]

Employee Job Title: [Text field]

The dropdown menu for Section is open, showing the following options: School of Biology.

The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

Online Staff Request Form

Request Type: Extension of fixed-term contract / funding

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: [Dropdown menu open]

Finance Manager: [Dropdown menu open]

E&I Training Complete: [Radio buttons]

Employee Name: [Text field]

Employee ID: [Text field]

Employee Job Title: [Text field]

The dropdown menu for HR Officer is open, showing the following options: Cecile Baillif (percba / C.Baillif@leeds.ac.uk).

The dropdown menu for Finance Manager is open, showing the following options: Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk).

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down box).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down box).

### 3.2 Employee Details

Online Staff Request Form

Request Type: Extension of fixed-term contract / funding

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Cecile Baillif (percba / C.Baillif@leeds.ac.uk)

Finance Manager: Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk)

E&I Training Complete:  Yes  No

Employee Name: [Forename] [Surname]

Employee ID: [Text field]

Employee Job Title: [Text field]

Free type the **Employee's name, ID number and current Job Title**.

Employee Name: Joe Bloggs  
 Employee ID: 12345  
 Employee Job Title: Administrator  
 Current Grade:   
 Current FTE:   
 New or in Plan:   
 Extension of fixed-term contract / funding   
 Type:   
 Current End Date:   
 Grade 2  
 Grade 3  
 Grade 4  
 Grade 5  
 Grade 6  
 Grade 7  
 Grade 8  
 Grade 9  
 Grade 10

Select the Employee's **current grade** from the drop down menu.

Employee Name: Joe Bloggs  
 Employee ID: 12345  
 Employee Job Title: Administrator  
 Current Grade: Grade 4  
 Current Spine Point:   
 Current FTE:   
 New or in Plan:   
 Extension of fixed-term contract / funding   
 Type:   
 11  
 12  
 13  
 14  
 15  
 16  
 17

Insert the Employee's current **Spine Point** from the drop down menu.

Employee Name: Joe Bloggs  
 Employee ID: 12345  
 Employee Job Title: Administrator  
 Current Grade: Grade 4  
 Current Spine Point: 11  
 Current Salary: 20092  
 Current FTE:   
 New or in Plan:   
 Is the request new to plan or in plan:  
 New to Plan  In Plan

Once you have selected the Employee's **current Grade and Spine point**, their salary will automatically populate.

Enter the Employee's **current FTE**.

Select whether the request is **New to plan** or **In plan**.

### 3.3 Extension of fixed term contract/funding details

Extension of fixed-term contract / funding  
 Type:  Extension of fixed-term contract  Extension to Funding  
 Current End Date: dd/mm/yyyy  
 Proposed End Date: dd/mm/yyyy

Select what **type of extension** your change is.

If you select **Extension to funding**, you will be prompted to complete the **Current end date** and the **Proposed end date** fields.

Extension of fixed-term contract / funding  
 Type:  Extension of fixed-term contract  Extension to Funding  
 Current End Date: dd/mm/yyyy  
 Proposed End Date: dd/mm/yyyy  
 Continuous Service:   
 Does the extension take continuous service beyond 3 years:  
 Yes  No

If you select **Extension of fixed-term contract**, you will be prompted to complete the **Current end date** and the **Proposed end date** fields.

Does the extension take the **continuous service** beyond 3 years? Select **Yes** or **No**.

**NOTE:** if you select **Yes** for **continuous service**, this message will appear in red. *At this point you should speak to your local HR before continuing with the change request.*

Extension of fixed-term contract / funding

Type:  Extension of fixed-term contract  Extension to Funding

Current End Date:

Proposed End Date:

Continuous Service:  Does the extension take continuous service beyond 3 years:  
 Yes  No

Employee needs to move to an ongoing, or open-ended fixed funded contract. Check if a Change to open-ended or open-ended fixed funded can be requested. If so, please change this request to "Change to open-ended or open-ended fixed funded"

Extension of fixed-term contract / funding

Type:  Extension of fixed-term contract  Extension to Funding

Current End Date:

Proposed End Date:

Continuous Service:  Does the extension take continuous service beyond 3 years:  
 Yes  No

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Is the Employee currently acting up or receiving additional pay? Click **Yes** or **No** here.

If your answer is **no** you will move to the next section.

Extension of fixed-term contract / funding

Type:  Extension of fixed-term contract  Extension to Funding

Current End Date:

Proposed End Date:

Continuous Service:  Does the extension take continuous service beyond 3 years:  
 Yes  No

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

If you click **Yes** you will be prompted to fill in the **current Acting up Grade** and **Acting up Spine Point**.

Also state if **the current Acting up arrangement will continue**.

### 3.4 Business case/submission

Business Case

Business Case

Write the **Business case** in this section and then click **Submit**.

**Note:** When you press submit, if you have made an error on the form, error messages will appear at the top of the screen. You will need to amend the errors before you can submit the form:

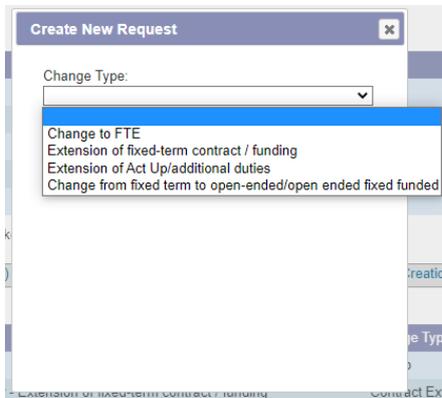
## Joe Bloggs, Administrator - Change from f

Please fix the following errors before you continue:

- Select the approving HR officer [\[Go To Error\]](#)
- Select the approving finance manager [\[Go To Error\]](#)

The form will then be submitted for HR approval, followed by any other required approvals.

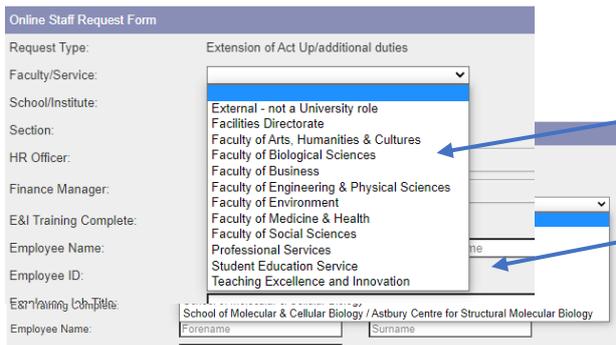
### 4. Extension of Acting-Up/Additional Duties



Select **Extension of Act-Up/Additional Duties** from the **Change Type** drop down menu and click **continue**.

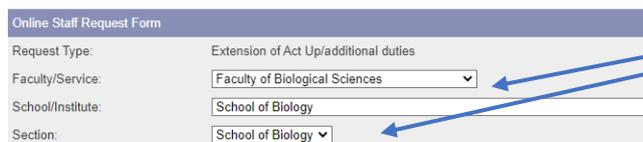
#### 4.1 Faculty Service details

Once you have selected the change type the form will appear:



Select the correct **Faculty/Service**, from the drop down menu.

Select the correct **School/Institute** from the drop down menu.



The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

Online Staff Request Form

Request Type: Extension of Act Up/additional duties

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Select approving HR officer

Finance Manager: Select approving finance officer

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down menu).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down menu).

## 4.2 Employee Details

Online Staff Request Form

Request Type: Extension of Act Up/additional duties

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Cecile Baillif (percba / C.Baillif@leeds.ac.uk)

Finance Manager: Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk)

E&I Training Complete:  Yes  No

Employee Name: Forename Surname

Employee ID:

Employee Job Title:

Free type the **Employee's name, ID and current Job Title**.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Grade 7  
Grade 8  
Grade 9  
Grade 10

Current FTE:

New or in Plan:

Extension of Act Up/additional duties:

Current End Date:

Proposed End Date:

Select the Employee's **current grade** from the drop down menu.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 5

Current Spine Point: 17  
18  
19  
20  
21  
22

Current FTE: %

New or in Plan: request new to plan or in plan: to Plan  In Plan

Extension of Act Up/additional duties:

Insert the Employee's **current Spine Point** from the drop down menu.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 5

Current Spine Point: 20

Current Salary: 25627

Current FTE: %

New or in Plan: Is the request new to plan or in plan:  New to Plan  In Plan

Once you have selected the Employee's **current Grade and Spine point**, their salary\_will automatically populate.

Enter the Employee's **current FTE**.

Select whether the request is **New to plan** or **In plan**.

#### 4.3 Acting up details

Extension of Act Up/additional duties

Current End Date:

Proposed End Date:

Acting Up:  Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

You will be prompted to enter the **Current End Date** and the **Proposed End Date**.

Is the Employee currently Acting up/receiving additional pay? For this **change request** the answer will always be **Yes**.

Complete the **Acting up Grade** and **Spine point** from the drop down boxes.

Is the Acting up continuing? For this change request the answer will always be **Yes**.

#### 4.4 Business Case/Submission

Business Case

Business Case

Write the **Business case** in this section and then click **Submit**.

**Note:** When you press submit, if you have made an error on the form, error messages will appear at the top of the screen. You will need to amend the errors before you can submit the form:

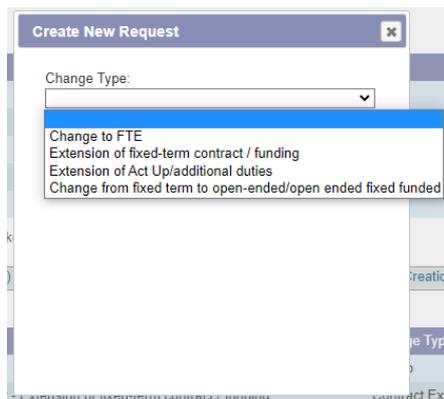
**Joe Bloggs, Administrator - Change from 1**

Please fix the following errors before you continue:

- Select the approving HR officer [\[Go To Error\]](#)
- Select the approving finance manager [\[Go To Error\]](#)

The form will then be submitted for HR approval, followed by any other required approvals.

## 5. Change from Fixed Term to Open Ended/Open Ended Fixed Funded

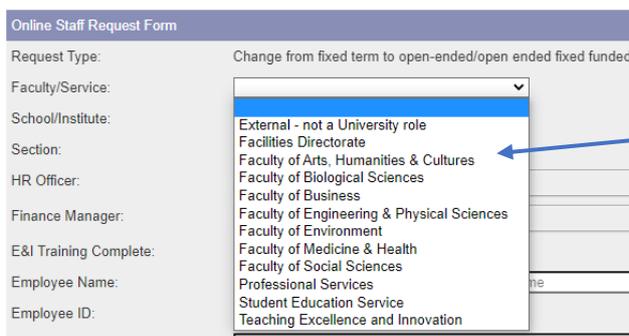


The screenshot shows a 'Create New Request' dialog box. A dropdown menu is open under the 'Change Type:' label, listing several options. The option 'Change from fixed term to open-ended/open ended fixed funded' is highlighted in blue. A blue arrow points from the text to the right towards this option.

Select **Change from fixed term to open ended/open ended fixed funded** from the drop down menu and click **continue**.

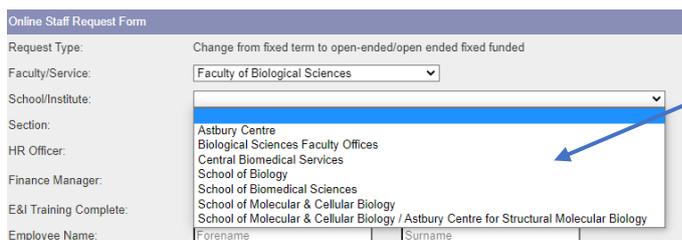
### 5.1 Faculty Service Details

Once you have clicked continue, the form will appear.



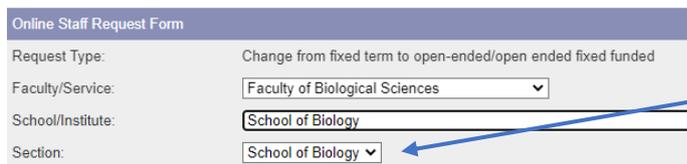
The screenshot shows the 'Online Staff Request Form'. The 'Request Type' is 'Change from fixed term to open-ended/open ended fixed funded'. The 'Faculty/Service' dropdown menu is open, showing a list of options. The option 'Faculty of Biological Sciences' is highlighted in blue. A blue arrow points from the text to the right towards this option.

Select the correct **Faculty/Service**, from the drop down menu.



The screenshot shows the 'Online Staff Request Form'. The 'Faculty/Service' is now set to 'Faculty of Biological Sciences'. The 'School/Institute' dropdown menu is open, showing a list of options. The option 'School of Biology' is highlighted in blue. A blue arrow points from the text to the right towards this option.

Select the correct **School/Institute** from the drop down menu.



The screenshot shows the 'Online Staff Request Form'. The 'School/Institute' is now set to 'School of Biology'. The 'Section' dropdown menu is open, showing a list of options. The option 'School of Biology' is highlighted in blue. A blue arrow points from the text to the right towards this option.

The **Section** will automatically populate. **NOTE:** if this does not happen please select the correct section.

Online Staff Request Form

Request Type: Change from fixed term to open-ended/open ended fixed funded

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Select approving HR officer

Finance Manager: Select approving finance officer

Select the **HR Officer** for the Faculty/Service (options will appear in the drop down menu).

Select the **Finance Manager** for the Faculty/Service (Options will appear in the drop down menu).

## 5.2 Employee Details

Online Staff Request Form

Request Type: Change from fixed term to open-ended/open ended fixed funded

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

HR Officer: Select approving HR officer

Finance Manager: Select approving finance officer

E&I Training Complete:  Yes  No

Employee Name: Forename: Surname:

Employee ID:

Employee Job Title:

Free type the **Employee's name, ID and current Job Title**.

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: [Dropdown menu]

Current FTE: [Input field]

New or in Plan: [Radio buttons]

Change from fixed term to open-ended fixed funded

Engagement Type: [Radio buttons]

Start Date: [Input field]

Select the Employee's **current grade** from the drop down menu.

E&I Training Complete:  Yes  No

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 4

Current Spine Point: [Dropdown menu]

Current FTE: [Input field] %

New or in Plan: [Radio buttons]

Change from fixed term to open-ended fixed funded

Engagement Type: [Radio buttons]

Insert the Employee's **Spine Point** from the drop down menu.

E&I Training Complete:  Yes  No

Employee Name: Joe Bloggs

Employee ID: 12345

Employee Job Title: Administrator

Current Grade: Grade 4

Current Spine Point: 14

Current Salary: 21686

Current FTE: [Input field] %

New or in Plan:  New to Plan  In Plan

Once you have selected the Employee's **current Grade and Spine point**, their salary will automatically populate.

Enter the Employee's **current FTE**.

Select whether the request is **New to plan** or **In plan**.

### 5.3 Change Details

Change from fixed term to open-ended/open-ended fixed funded

Engagement Type:  Open-ended  Open-ended fixed funded

Start Date:

Select if the **Engagement type** is changing to **Open Ended** or **Open Ended Fixed Funded**.

If you choose **Open Ended** enter the **start date**.

Change from fixed term to open-ended/open-ended fixed funded

Engagement Type:  Open-ended  Open-ended fixed funded

Start Date:

Funding End Date:

If you select **Open Ended Fixed Funded** enter the **start date** and the **Funding End Date**.

Change from fixed term to open-ended/open-ended fixed funded

Engagement Type:  Open-ended  Open-ended fixed funded

Start Date:

Funding End Date:

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Is the **Employee currently Acting up/receiving additional pay**? If not, select **No** and carry on with the form.

Change from fixed term to open-ended/open-ended fixed funded

Engagement Type:  Open-ended  Open-ended fixed funded

Start Date:

Funding End Date:

Acting Up:  Currently Acting up/additional pay:  
 Yes  No

Acting Up Grade:

Acting Up Spine:

Acting Up Continuing:  Yes  No

If the Employee is currently Acting up/receiving additional pay Select **Yes**.

Complete the **Acting up Grade and Spine point** from the drop down boxes

Is the Employee's current acting up arrangement continuing alongside their new acting up? Select **Yes or No**.

### 5.4 Business Case/Submission

Business Case

Business Case

Write the **Business case** in this section and then click **Submit**.

**Note:** When you press submit, if you have made an error on the form, error messages will appear at the top of the screen. You will need to amend the errors before you can submit the form:

## Joe Bloggs, Administrator - Change from

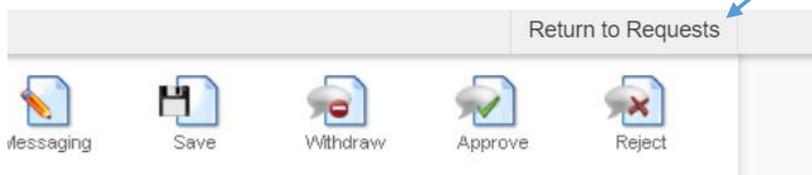
Please fix the following errors before you continue:

- Select the approving HR officer [\[Go To Error\]](#)
- Select the approving finance manager [\[Go To Error\]](#)

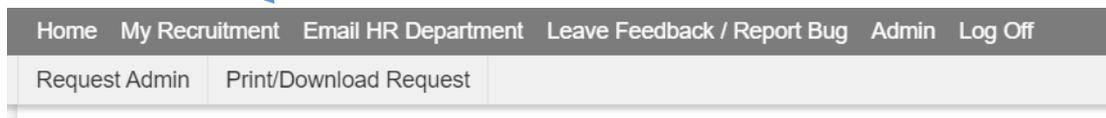
The form will then be submitted for HR approval, followed by any other required approvals.

### 6. Tracking your requests

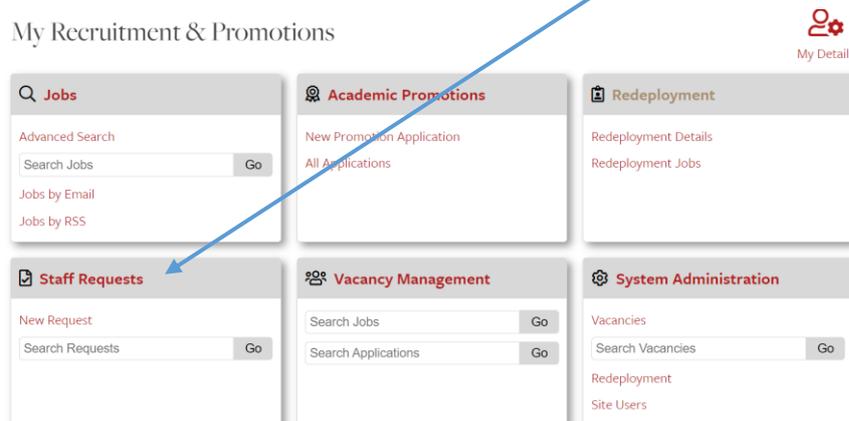
You can see what stage, and where your request is by selecting **Return to Requests** in the top right of the screen.



Alternatively, you can select **My Recruitment** from the top left of the screen.



From the main Stonefish dashboard, click on the **Staff Requests** tile in the bottom left of the screen.



Your main **Staff Requests dashboard** will then open.

Welcome to Staff Requests

Search:

Show Filter

**Pending**

Type	Job Title	Type	Last Update
Change Request	Officer 2	Act Up	11/05/2022 15:01
Change Request	Officer 2	Act Up	11/05/2022 15:00
Change Request	HR Officer	Act Up	11/05/2022 14:57
Change Request	HR Officer	Act Up	11/05/2022 14:56
Change Request	TEST RM ADMIN	Act Up	11/05/2022 14:51

There are 2 requests which require an action on your part and are marked with **(Action Required)**

[Resource Requests](#) [Change Requests](#) [Promotions \(Resourcing\)](#) [Academic Promotions](#) [Promotion Appeals](#) [Requiring Job Creation \(0\)](#)

Show:

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0054-22	Test	Employee	Faculty of Medicine & Health	Faculty of Medicine & Health Finance Approval <b>(Action Required)</b>	11/04/2022 16:41
0088-22	UEG Approval Test 1	Employee	Facilities Directorate	Submitted to HR	09/05/2022 11:55
0087-22	HR Assistant	Employee	Faculty of Medicine & Health	Submitted to HR	06/05/2022 21:25
0080-22	Finance Manager Test	Employee	Faculty of Arts, Humanities & Cultures	Rejected	05/05/2022 10:28
0074-22	XXXX	Employee	Faculty of Medicine & Health	Finance Approval	27/04/2022 16:10
0065-22	Admin assistant 2	Temp/Agency	Faculty of Environment	Head of School/Institute Approval	21/04/2022 15:33
0050-22	XXXXXXXX	Employee	Faculty of Medicine & Health	HR Approval	06/04/2022 11:10
0034-22	New employee test	Employee	Faculty of Medicine & Health	Rejected	06/04/2022 09:54

You can see all saved drafts.

You can see where each of your requests is in the process.

You can see if there are any requests that require your action.