Staff requests – Manually running the Approval Analysis and Resourcing Committee Report

What follows is a step by step guide for those with reporting permissions, within the Stonefish resourcing approvals system. This guide covers manually running the **Approval Analysis report** and the **Resourcing Committee report**.

1. Logging in to Stonefish

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 el	nabled to use this websit	e				
University of Leeds Staff Login				_		
If you are a member of staff at the University of I	_eeds, please click the "Sta	ff Login″ button to acce	ess this site.			
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Staff Requests 🛛 🛶 🔤				<u></u>		
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New Request	_			Reque	ests Heade	er, and the
Search Requests	Go		:	Staff F	Requests D	Dashboard
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Home My Recruitment Email HR Department Leave Feedback	Report Bug Admin Log Off					Beth Lintin (medblf)
Reports						
223 Welcome to Staff Requests	_					<u></u>
-						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 (Resource	ing) Academic Promotions Pro	omotion Appeals Requiring Jo	ob Creation (81)			
Show: In Progress						
ID Job Title	Engagement S	School/Institute	Req	uester	Status	Last Update

2. Accessing the reporting function





Click on the arrow to the right of the '**Select a report**' heading, until a list of reports appears in the drop down menu.

Staff Requests Reports

Home My Recruitment Email HR Department Admin Log Off

NOTE: Your list of reports will only show the reports available to you, based on your role profile, and as such, may be much shorter than the list above.

3. Running the Approval Analysis report

Select a report 🗸	
Select a report	
DVC Approval Report (Employees)	
DVC Approval Report (Contractors) DVC Approval Report (Extensions to Contracts)	Select Approval Analysis from the Staff
DVC Approval Report (Change Requests)	Select Approval Analysis noni the Stan
Approval Analysis (For Scheduling)	Requests Reports menu.
Approval Analysis	
Hub Action Report - Non Recruitment	
Hub Action Report - Recruitment Resourcing Committee Report (for Scheduling)	
Resourcing Committee Report	
Recruitment Finance Tracking	
SRF Approval Configuration	
Staff Requests Reports	
Approval Analysis	Once you've selected the correct report,
Analyses the approvals process	
	the page will refresh, and several new
Start Date	fields will appear.
The start date to run the report against	
01/02/2022	
End Date	
The end date for the report to run against	Enter the Start and End Date for the
31/01/2023	time period you wish the report to cover
Faculty/Service	······ · · · · · · · · · · · · · · · ·
Select the Faculty/Service to filter the report on	
All Faculties/Services	~
School/Institute	Select the appropriate Faculty/Service,
Select the School/Institute to filter the report on	School/Institute and Section from the
All Schools/Institutes 🗸	
Section	drop down menus.
	· ·
Select the Section to filter the report on	
Select the Section to filter the report on All Sections ✓	Coloct Vec or No from the draw down
All Sections V	Select Yes or No from the drop down
All Sections Exclude Withdrawn Requests?	•
All Sections V	menu, to determine whether the
All Sections	•

Click **Run Report** and wait for the report to load.

NOTE: Reports covering wider date ranges, or larger areas will take longer to run.

Select the Section to filter the report on Facilities (LUBS) ✓	
Exclude Withdrawn Requests? Do you wish to exclude withdrawn requests fron No v Run Report	When it's ready, the report will appear as an Excel document in the bottom left of the screen. Click onto the report , and it will automatically open in Excel.
🖾 230209-1550 Apprxlsx 🔨	



The outline of the report will now show on the screen, however, the data won't yet be showing.

To pull the data through, click on the Data tab from the toolbar, and click on the Refresh All button.

File	Home	Insert	Page Layout	Form	nulas	Data	Review	View	Automate	Help	
Get Data Y	From Text/C		From Picture × Recent Sources	ons	Refresh All Y		ries & Conne erties Links	ctions	Stocks	Currencies	< > <
	Get 8	l Transfo	rm Data			Queries &	Connections		Data	Types	

When the cursor stops spinning (it can take a few minutes if there is a lot of data), **repeat the refresh** (so you will have refreshed twice in total).

Once the data has pulled through the report is now ready.

4. Running the Resourcing Committee report



Select **Resourcing Committee Report** from the Staff Requests Reports menu.

Staff Requests Reports

Resourcing Committee Report Resourcing Committee Report ~

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Start Date Earliest SRF submission date

01/02/2022

End Date Last SRF submission date

Current Approval Stage Common - Finished Only

Faculty/Service Select the Faculty/Service to filter the report on All Faculties/Services

School/Institute Select the School/Institute to filter the report on All Schools/Institutes ~

Section Select the Section to filter the report on All Sections V

Run Report

Click **Run Report** and wait for the report to load.

NOTE: Reports covering wider date ranges, or larger areas will take longer to run.

Select the Section to filter the re Department of Economics V

Section

230217-1310 Reso....xlsx

Run Report

Once you've selected the correct report, the page will refresh, and several new fields will appear.

Enter the **Start** and **End Date** for the time period you wish the report to cover.

Select the **Current Approval stage** you wish to report on.

NOTE: Research funded posts report separately. So, to include RF requests e.g. at UEG level; you will need to run the Normal – UEG Approval report (which won't include RF requests) and then run the Fully Research Funded – UEG Approval report (to capture the RF requests) and then combine the results.

Select the appropriate **Faculty/Service**, **School/Institute** and **Section** from the drop down menus.

When it's ready, the report will appear as an Excel document in the bottom left of the screen. **Click onto the report**, and it will automatically open in Excel.

AutoSave 💽 🔐 🗄 2 Search 230217-1310 Resourcing Committee Report - Protected View \checkmark File Home Insert Page Layout Formulas Data Review View Automate Help 👔 PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

When the report opens in Excel, it defaults to opening with the **Protected View** setting.

To override this, click on the **Enable Editing** button on the top right of the screen.

If the following Security warning appears, click on the **Enable Content** button.

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SECURITY WARNING External Data Connections have been disabled				Enable Con	tent			

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