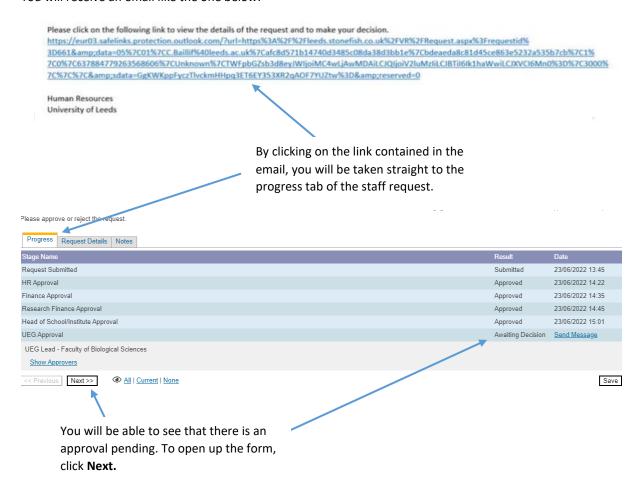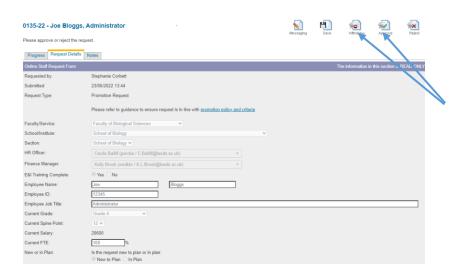# Staff Requests - UEG Approval Guidance

Once The Head of School/Service has reviewed and approved the request, if required, it will progress to UEG for approval.
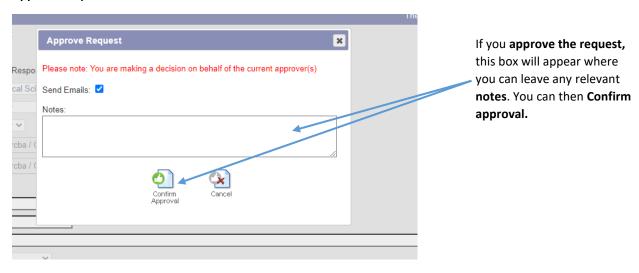
You will receive an email like the one below:

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 request.

Stage Name	Result	Date
Request Submitted	Submitted	23/06/2022 13:45
HR Approval	Approved	23/06/2022 14:22
Finance Approval	Approved	23/06/2022 14:35
Research Finance Approval	Approved	23/06/2022 14:45
Head of School/Institute Approval	Approved	23/06/2022 15:01
UEG Approval	Awaiting Decision	Send Message
UEG Lead - Faculty of Biological Sciences		
Show Approvers		

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

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

NOTE: when you click **next** the whole form will appear, you will be able to review the details, but not edit them.
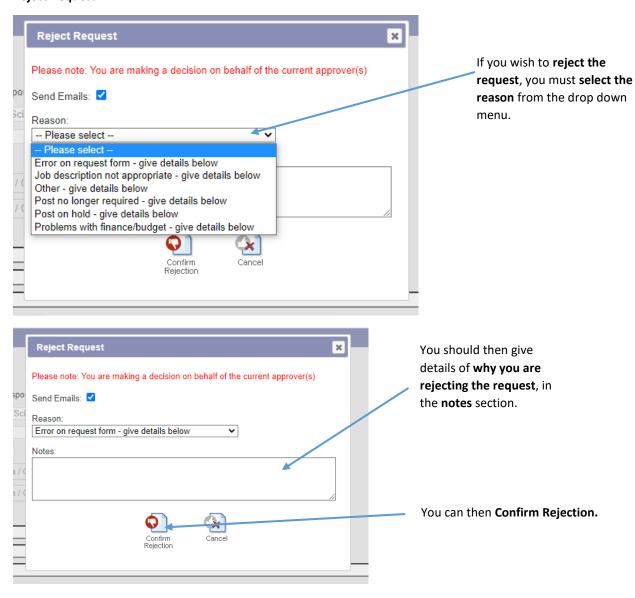
0135-22 - Joe Bloggs, Administrator

Please approve or reject the request.

Messaging   Save   Withdraw   Approve   Reject

Online Staff Request Form	The information in this section is READ ONLY
Requested by:	Stephanie Corbett
Submitted:	23/06/2022 13:44
Request Type:	Promotion Request
	Please refer to guidance to ensure request is in line with promotion policy and criteria
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:	Joe Bloggs
Employee ID:	12345
Employee Job Title:	Administrator
Current Grade:	Grade 4
Current Spine Point:	12
Current Salary:	20600
Current FTE:	100 %
New or in Plan:	Is the request new to plan or in plan: New to Plan In Plan

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

Approve Request:

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

Reject Request:

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

You should then give details of **why you are rejecting the request**, in the **notes** section.

You can then **Confirm Rejection.**

NOTE: If you reject the request, the form will be sent back to the Manager to make any amendments etc. If you approve the request, the form will progress on to the next level of approval.

Please remember to thoroughly check any notes from previous approvers; particularly finance who may have added details in their section, to confirm how a cost pressure may be accepted or provide some points for your consideration.