Contents

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

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

☑ **Staff Requests**

New Request

Search Requests   Go

Staff Requests

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

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 PGR Teaching Assistant   Worker   Digital Education Service Jessica Jones Finance Approval 03/02/2023 12:41

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

When the dialogue box with several choices of form appear, select **Resource needed to deliver a role or activity** from the list.

Create New

Search   Reset

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

Create New Request   ⊠

Engagement Type

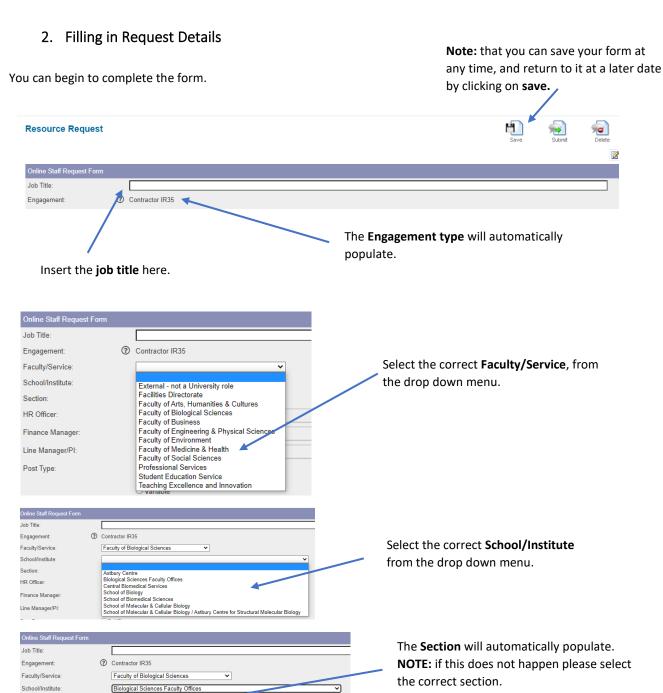Please select the appropriate way to engage the individual:

[dropdown]

Employee
Temp/Agency
Worker
Contractor IR35

You will be prompted to select an Engagement type.

Select **Contractor IR35** from the drop down menu.

Click on **continue** to open the request form.

2. Filling in Request Details

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.**

Insert the **job title** here.

The **Engagement type** will automatically populate.

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.
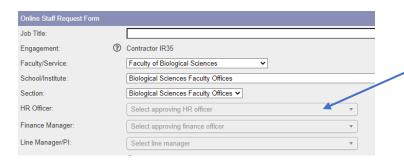
Select the **HR Officer/Finance Manager/Line Manager** (options will appear in the drop down menu).

NOTE: these boxes are greyed out, but they are **required fields**. If you're unsure of what to enter, please contact your local HR team in the first instance.

3. Post Type

3.1 Full Time

Select **Full Time** from the options.

3.2 Part Time

Select **Part Time** from the options.

3.3 Variable

NOTE: The variable option is to be used for **hourly paid staff only**

Select **Variable** from the options.

An **Hourly Rate** box will appear further below for you to complete.
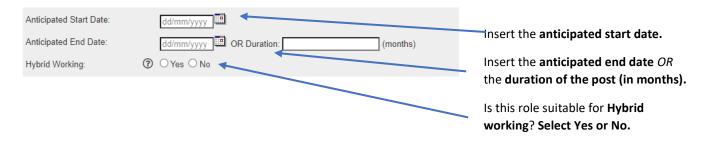
4. Payee Details

Insert the **Name and Details of the Payee.**

Insert the **Agreed Fee** to be paid.

REMINDER: If you have selected the **Variable** option, ensure you've inserted the **hourly rate** here.
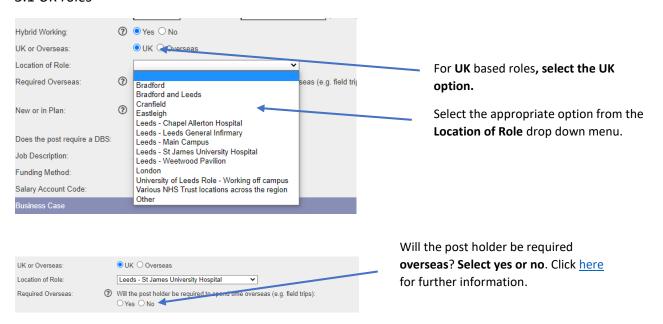
Tick the **ESS Checklist** box to confirm.*

This box should be ticked to state that you have checked the Employment status of the individual. Further guidance can be found here.
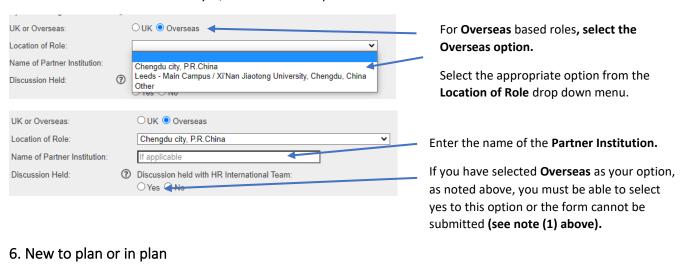
Anticipated Start Date: [dd/mm/yyyy] 📅

Insert the **anticipated start date.**

Anticipated End Date: [dd/mm/yyyy] 📅 OR Duration: [   ] (months)

Insert the **anticipated end date** *OR* the **duration of the post (in months).**

Hybrid Working: ⑦ ○ Yes ○ No

Is this role suitable for **Hybrid working**? **Select Yes or No.**

5. UK or Overseas

5.1 UK roles

Hybrid Working: ⑦ ⦿ Yes ○ No
UK or Overseas: ⦿ UK ○ Overseas
Location of Role: [dropdown]
Required Overseas: ⑦   ...seas (e.g. field tri)

Bradford
Bradford and Leeds
Cranfield
Eastleigh
Leeds - Chapel Allerton Hospital
Leeds - Leeds General Infirmary
Leeds - Main Campus
Leeds - St James University Hospital
Leeds - Weetwood Pavilion
London
University of Leeds Role - Working off campus
Various NHS Trust locations across the region
Other

New or in Plan: ⑦

Does the post require a DBS:
Job Description:
Funding Method:
Salary Account Code:
Business Case

For **UK** based roles**, select the UK option.**

Select the appropriate option from the **Location of Role** drop down menu.

UK or Overseas: ⦿ UK ○ Overseas
Location of Role: [Leeds - St James University Hospital ▾]
Required Overseas: ⑦ Will the post holder be required to spend time overseas (e.g. field trips): ○ Yes ○ No

Will the post holder be required **overseas**? **Select yes or no.** Click here for further information.
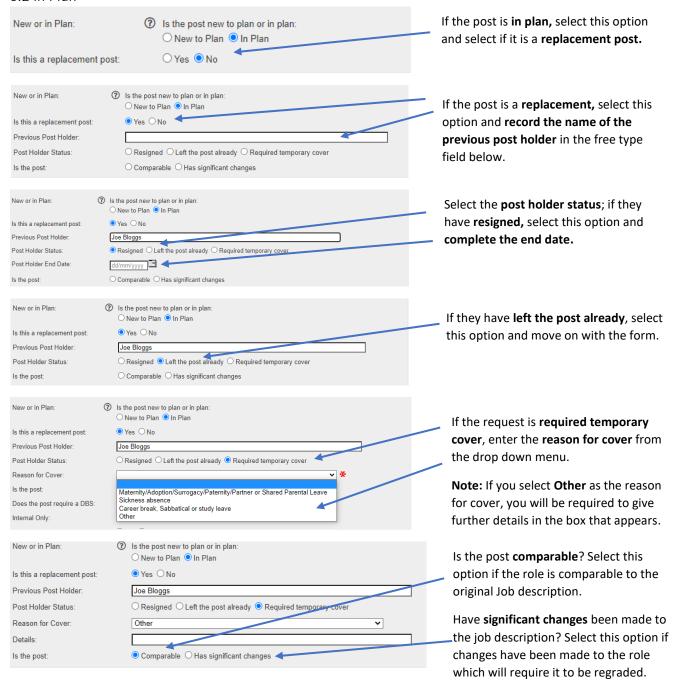
5.2 Overseas Roles

(1) NOTE FOR ANY OVERSEAS WORKING: Any role which requires the employee to spend time overseas, needs to be discussed with the International Team prior to approval being progressed. If this discussion hasn't been held yet, the resource request form **cannot** be submitted.
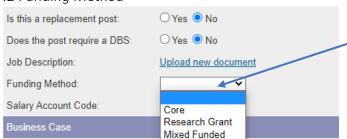
UK or Overseas: ○ UK ⦿ Overseas
Location of Role: [dropdown]
Name of Partner Institution:
Discussion Held: ⑦

Chengdu city, P.R.China
Leeds - Main Campus / Xi'Nan Jiaotong University, Chengdu, China
Other
                                              ○ Yes ○ No

For **Overseas** based roles**, select the Overseas option.**

Select the appropriate option from the **Location of Role** drop down menu.

UK or Overseas: ○ UK ⦿ Overseas
Location of Role: [Chengdu city, P.R.China ▾]
Name of Partner Institution: [If applicable]
Discussion Held: ⑦ Discussion held with HR International Team: ○ Yes ⦿ No

Enter the name of the **Partner Institution.**

If you have selected **Overseas** as your option, as noted above, you must be able to select yes to this option or the form cannot be submitted **(see note (1) above).**

6. New to plan or in plan

6.1 New to plan

New or in Plan: ⑦ Is the post new to plan or in plan: ⦿ New to Plan ○ In Plan

If the post is **new to plan**, select this option and move on with the form.

6.2 In Plan

If the post is **in plan,** select this option and select if it is a **replacement post.**

If the post is a **replacement,** select this option and **record the name of the previous post holder** in the free type field below.

Select the **post holder status**; if they have **resigned,** select this option and **complete the end date.**

If they have **left the post already**, select this option and move on with the form.

If the request is **required temporary cover**, enter the **reason for cover** from the drop down menu.

Note: If you select **Other** as the reason for cover, you will be required to give further details in the box that appears.

Is the post **comparable**? Select this option if the role is comparable to the original Job description.

Have **significant changes** been made to the job description? Select this option if changes have been made to the role which will require it to be regraded.
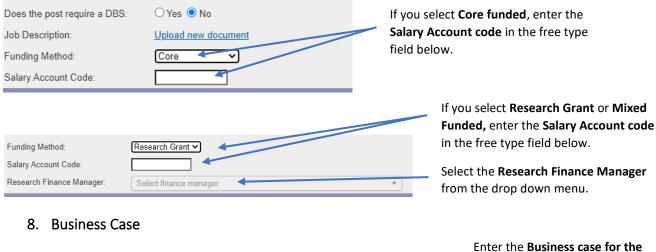
7. Further Details

7.1 DBS

State here if a **DBS check** will be required for the post; if you are unsure whether the post meets the requirements, contact your local HR team in the first instance or read further guidance here.

7.2 Funding Method

Select the **funding method** from the drop down menu.

If you select **Core funded**, enter the **Salary Account code** in the free type field below.

If you select **Research Grant** or **Mixed Funded,** enter the **Salary Account code** in the free type field below.

Select the **Research Finance Manager** from the drop down menu.

8. Business Case

Enter the **Business case for the post.**

You can now click on **Submit** to submit your form for the next stage of approval.

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:

Lecturer

Please fix the following errors before you continue:
- Enter the reason for cover [Go To Error]
- Enter the details regarding restrictions on areas [Go To Error]
- Enter the full details of where you would like the post advertised, the costs involved and how they will be met [Go To Error]
- You must remove all ***'s from main duties and responsibilities [Go To Error]
- You must remove all ***'s from additional information [Go To Error]
- You must remove all ***'s from criminal records [Go To Error]

| Request Details | Job Advert | Selection Criteria |

Selection Criteria

Some text about what should be in the selection criteria here

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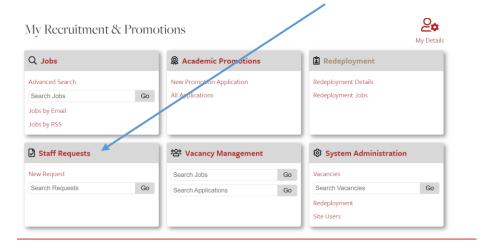
9. Tracking your requests

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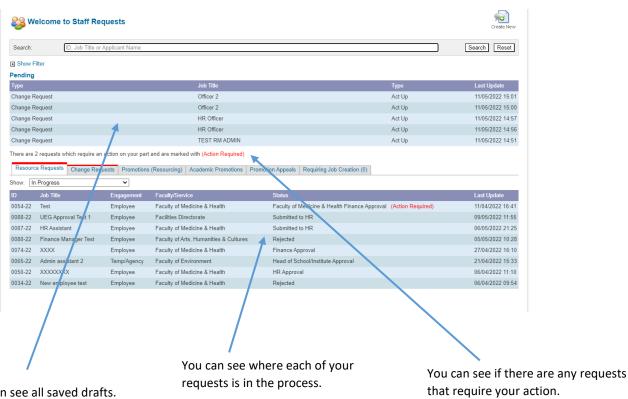

Alternatively, you can select **My Recruitment** from the top left of the screen.

Home   My Recruitment   Email HR Department   Leave Feedback / Report Bug   Admin   Log Off
Request Admin   Print/Download Request

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.

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.