Staff requests – Request for resource needed to deliver a role or activity (Employee)

Hiring Manager Guidance

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

Staff Requests

New Request

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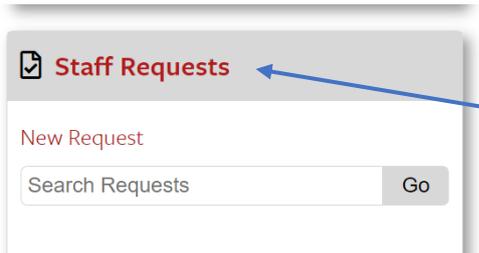
Click on the **Staff Requests** Header, and the Staff Requests Dashboard will appear.

Staff Requests

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

Create New

Search   Reset

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 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
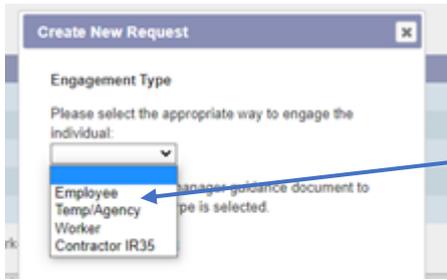
You will be prompted to select an Engagement type.

Select **Employee** from the drop down menu.

NOTE: Refer to definitions for further guidance.
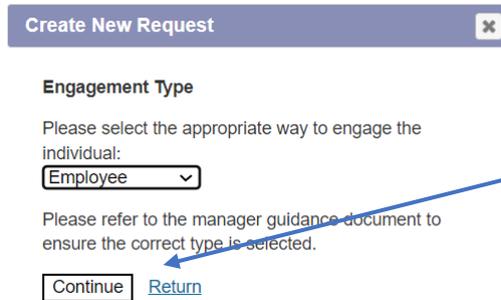
Click on **continue** to open the request form.

2. Filling in Request Details

2.1 Role Information:

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

You can begin to complete the form.

Enter **subject area (if relevant)**.

NOTE: This will be used mainly for Academic, Teaching and Research roles. For instance, for "Lecturer in Biology", enter "Lecturer" in the Job Title field, and "in Biology" in this field

Insert the **job title** here

Select the relevant **staff category** from the drop down menu.

The **engagement** type will fill in automatically.

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

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

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 box).

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

NOTE -When the FTE field appears, it requires a percentage rounded to two decimal places. This is required for all Part-Time roles. Please ensure this is calculated correctly and matches the number of hours per week.

For Academic and related staff, full time hours are 37.5 per week for calculation purposes. **For Support staff**, full time hours are 35 per week.

Calculating FTE = Hours worked per week / Full Time hours per week * 100.

Example: A Grade 7 support role working 28 hours per week would have an FTE of 74.67%.

3.1 Full Time

Finance Manager:	Cecile Baillif (percba / C.Baillif@leeds.ac.uk)
E&I Training Complete:	● Yes ○ No
Line Manager/PI:	Abraham Lincoln (Abe / abe@usa.xxx)
Post Type:	● Full Time ○ Part Time ○ Full Time (Term Time Only) ○ Part Time (Term Time Only) ○ Annualised Hours ○ Variable
Proposed Grade:	[▼]
Salary Suffix:	per annum
FTE:	100%
Hours (per week):	37.5

If you select **full time** the lower part will populate to reflect the **FTE and hours.**

NOTE: For Clerical, Operational and Technical Support, Full Time hours are 35 hours per week, except for Grade 7 roles. Academic, P&M, Clinical, Research, Teaching and Grade 7 Support roles do not have fixed hours, but for calculation purposes, the Full Time notional hours are 37.5 per week.

3.2 Full Time Term Time Only

NOTE: Only select this option for staff who work **term-time only, working Full Time hours during term time**. You should know the amount of weeks before starting the form.

Line Manager/PI:	Abraham Lincoln (Abe / abe@usa.xxx)
Post Type:	○ Full Time ○ Part Time ● Full Time (Term Time Only) ○ Part Time (Term Time Only) ○ Annualised Hours ○ Variable
Proposed Grade:	[▼]
Salary Suffix:	per annum
Hours (per week - Term Time):	37.5
Number of Hours per Year:	[ ]

If you select **full time (term time only)** you will be prompted to add the **proposed grade.**

You will be prompted to fill in the **number of hours per year**.

NOTE: You can calculate this by:

37.5 x No of weeks = Total hours per year

E.g.: 37.5 x 40 = 1500

3.3 Part Time

Line Manager/PI:	Abraham Lincoln (Abe / abe@usa.xxx)
Post Type:	○ Full Time ● Part Time ○ Full Time (Term Time Only) ○ Part Time (Term Time Only) ○ Annualised Hours ○ Variable
Proposed Grade:	[▼]
Salary Suffix:	per annum pro-rata
FTE:	[ ]%
Hours (per week):	[ ]

If you select **part time** you will be prompted to populate the **FTE** and **hours per week.**

3.4 Part Time Term Time Only

NOTE: Only select this option for staff who work **term-time only, working Part time hours during term time.** You should know the amount of weeks before starting the form.

If you select **part time (term time only)** you will be prompted to complete the **proposed grade.**

You will be prompted to fill in the **number of hours per week and per year.**

NOTE: You can calculate the number of hours per year by:

Hours per week x No of weeks = Total hours per year

E.g.: 20 x 40 = 800

3.5 Variable

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

If you select **Variable** you will be prompted to complete the boxes that appear below.

Select the **grade** for the post

NOTE: Available options will change depending on the **Category of staff.** If you are unsure of the grade please speak to your HR team in the first instance.

Where roles are new and as such have not been role analysed, please indicate your **intended grade at this stage.**

The **Salary range** and **salary suffix, FTE and hours per week** will automatically populate.

NOTE FOR ALL STAFF IN THE FACILITIES DIRECTORATE

NOTE: If your post is in the **Facilities Directorate**, once you have selected the salary, you will be prompted to **select if it includes meals**. Select the correct option for the post.

If you are unsure if this applies to your role, speak to your HR team in the first instance

4. Contract Type

4.1 Ongoing:

If your post is **ongoing**, select this option and complete the **anticipated start date** box.

4.2 Fixed Term:

If your post if **Fixed Term**, select this option.

Insert the **anticipated start date** and anticipated end date **or** the contract duration in months.

NOTE: Contract Principles: Does the role meet the principles of a fixed term contract? Please refer to guidance and/or contact your local HR team, if required, to ensure that the appropriate contract type is selected.

Select the correct **reason for the post being on a fixed term basis.**

4.3 Ongoing fixed funding:

If your post is **ongoing fixed funding,** select this option.

Insert the **anticipated start** and **anticipated funding end date or** the duration in months.

5. Hybrid working

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

6. Role Location

6.1 UK post

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

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

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

If you select **yes**, you will be required to complete this discussion question.

NOTE: this does not appear if you select **no.**

6.2 Overseas post:

(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.

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

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

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).**

7. New to plan or in plan

7.1 New to plan

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

7.2 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, 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.

8. Further details

8.1 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.

8.2 Internal only:

State here if the post is **internal only**

8.3 Secondment opportunity:

If the post is a **secondment opportunity,** is it limited to employees working in a specific Faculty/Service? If **no** move on with the form, if **yes** please give the details in the box that appears.

8.4 Funding Method

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

If you select **Core, Other restricted, Knowledge Transfer, Development or Endowment** you will be prompted to add the **salary account code.**

If you select **Research Grant or Mixed Funded,** you will be prompted to add the **salary account code** and the **Research Finance Manager** (options will appear in the drop down menu).

8.5 Funding Method (FMH only)

NOTE: For all posts in FMH, 2 further check boxes will appear:

Please select if there is a **recharge involved.**

Please select if there are **VAT implications.**

8.6 Recruitment Sources

If you **do not** require any **additional recruitment sources**, select **no** and move on with the form.

Please select **yes** if you **require any additional external advertisement** and enter the details in the box.

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

9. Business Case:

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

You can also upload any supporting documents at this point by clicking on **Upload New Document.**

NOTE: it is recommended at this stage that you **Save** your progress. You can leave and return to the form at a later date if needed or continue to the next stage.

Select **Next** to move on to the next section.

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:

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

10. Faculty of Medicine Finance (FMH Only)

If your request is based in FMH the following additional section will appear:

Confirm the **Recharge details** here in the free type field.

Attach details of the employee activity by clicking on **Upload new document.**

Select the **Contractual Relationship** from the drop down menu.

NOTE: if you select **Other** you will be prompted to give further details in the box beneath.

Attach any **supporting evidence** by clicking on **Upload New Document.**

Select the **expected VAT status** from the drop down menu.

11. Job Advert

NOTE: The text that is entered here will **automatically feed through to the job advert** displayed on Stonefish. Enter the information as you would onto a job advert word document. You can copy and paste this text from your existing job advert.

Enter the **overview of the role** in this section

Enter the **Main duties and responsibilities** in this section

The **Additional information** section is already populated.

NOTE: sections marked with ******* contain multiple options and need to be amended / removed to fit the role, you will not be able to move on with the form if they are left in.

The **Criminal records** section is already populated.

NOTE: sections marked with ******* contain multiple options and need to be amended / removed to fit the role, you will not be able to move on with the form if they are left in.

Select **next** to progress to the next section.

NOTE: When selecting which paragraph to use, the top paragraph is to be used where **NO** DBS check is required, the bottom one where a DBS check is required. If you require further guidance please contact your local HR in the first instance.

12. Selection Criteria

In this section you enter the selection criteria of the post as you would normally do ,in your job description.

Select how many criteria you would like to enter from the drop down menu.

NOTE: When entering **the Selection Criteria,** only enter one criterion per Details box. For example, if you have 7 selection criteria, select 7 (above) and then enter one criteria in each details box.

Selection Criteria

If you have 7 essential and/or desirable criteria click 7 in the drop down, then selection criteria

This will open each field to input into.

Add each criteria into a separate field and select essential or desirable

Input all essential criteria first, before moving on to desirable

1. Details:

Selection Criteria is:
● Essential ○ Desirable

2. Details:

Selection Criteria is:
● Essential ○ Desirable

3. Details:

Selection Criteria is:
● Essential ○ Desirable

Once selected, enter the criteria in the **Details** box.

Select whether each criteria is **essential** or **desirable.**

NOTE: add all the essential criteria first, followed by all desirable criteria.

13. Submission

Your form is now ready to **submit**. You can either do this by pressing the submit icon at the top of the page, or alternatively at the bottom of the screen.

Save   Submit   Delete

Add: [1 ▼] [Selection Criteria]   [Remove Empty Items]

[<< Previous] [Next >>]   [Save] [Submit]

NOTE: if you have made any errors on the form they will appear at the top of the screen as shown below. You will not be able to proceed until the errors are fixed. You can go to each error by clicking on **Go to error** this will take you directly to what needs fixing. Once any errors are fixed you can submit the form again.

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

14. Stages of approval

Once Submitted your form will go to the next stage of approval, the stages are:

- HR Approval
- Research Finance Approval (Research staff only)
- Finance Approval
- FOMH Finance Approval (FOMH only)
- Head of School/Service Approval
- UEG Lead Approval (If required)
- DVC Approval (If Required)
- HR Confirmation

You can see what stage, and where your request is by selecting **Return to Requests** in the top right of the screen.
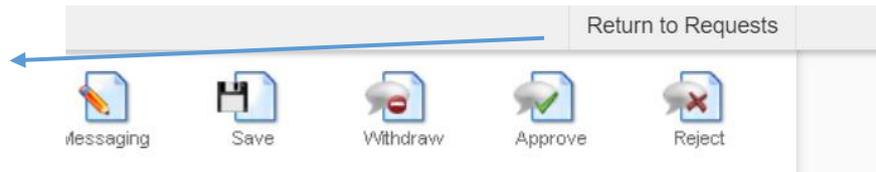
Alternatively, you can select **My Recruitment** from the top left of the screen.
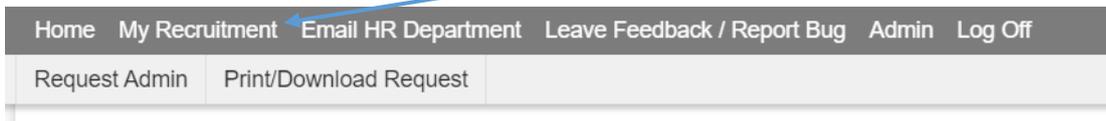
From the main Stonefish dashboard, click on the **Staff Requests** tile in the bottom left of the screen.
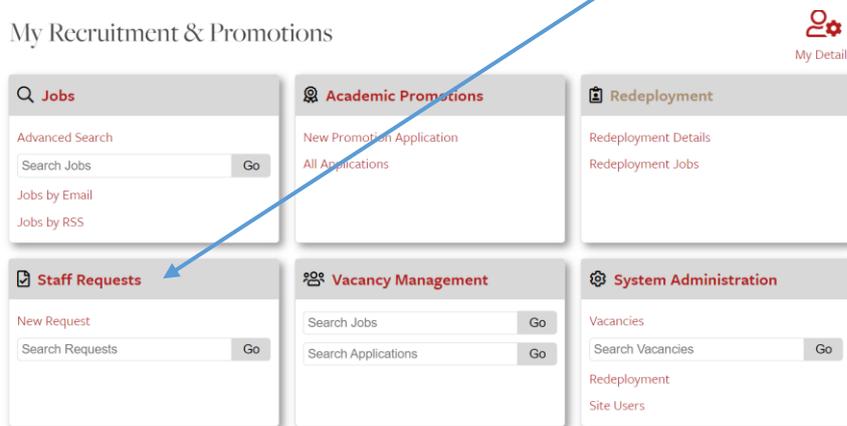
Your main **Staff Requests dashboard** will then open.

You can see all saved drafts.

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

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