

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

Hiring Manager Guidance

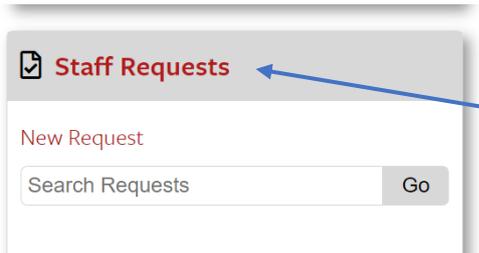
Contents

1. Logging in and accessing your forms	2
2. Filling in Request Details	3
2.1 Role Information:	3
3. Post Type	5
3.1 Full Time	5
3.2 Full Time Term Time Only	5
3.3 Part Time	5
3.4 Part Time Term Time Only	6
3.5 Variable	6
4. Contract Type	7
4.1 Ongoing:	7
4.2 Fixed Term:	7
4.3 Ongoing fixed funding:	7
5. Hybrid working	7
6. Role Location	8
6.1 UK post	8
6.2 Overseas post:	8
7. New to plan or in plan	8
7.1 New to plan	8
7.2 In Plan:	9
8. Further details	9
8.1 DBS:	9
8.2 Internal only:	9
8.3 Secondment opportunity:	10
8.4 Funding Method	10
8.5 Funding Method (FMH only)	10
8.6 Recruitment Sources	10
9. Business Case:	11
10. Faculty of Medicine Finance (FMH Only)	11
11. Job Advert	12
12. Selection Criteria	13
13. Submission	14
14. Stages of approval	15

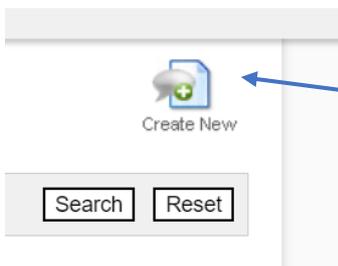
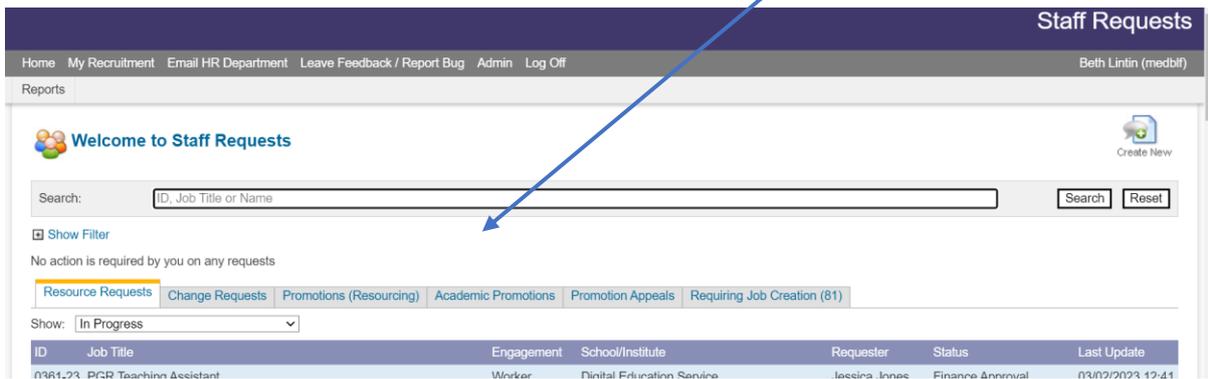
1. Logging in and accessing your forms

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.



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



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](#)

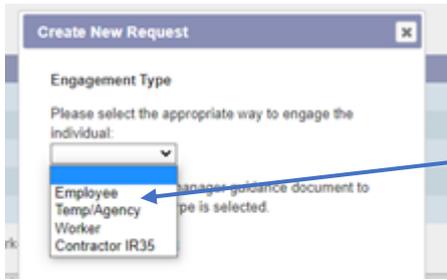
[Change to existing arrangement](#)

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

Promotions

[Academic Promotion Application](#)

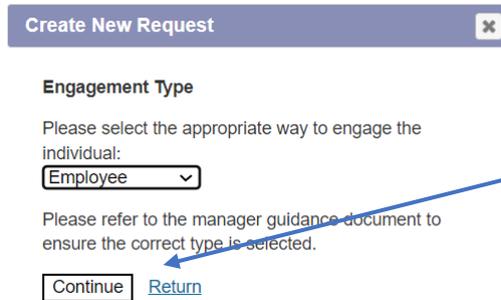
[Academic Promotion Appeal](#)



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:

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**.

Resource Request

Insert the **job title** here

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

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

Request Details Job Advert Selection Criteria

Online Staff Request Form

Job Title: Lecturer

Subject Area (if relevant): ? Biology

Category: Academic

Engagement: ? Employee

Faculty/Service: [Dropdown menu open]

School/Institute:

Section:

HR Officer:

Finance Manager:

E&I Training Complete:

Line Manager/PI:

Post Type: Part Time Full Time (Term Time Only)

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

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

Online Staff Request Form

Job Title: Lecturer

Subject Area (if relevant): ? Biology

Category: Academic

Engagement: ? Employee

Faculty/Service: Faculty of Biological Sciences

School/Institute: [Dropdown menu open]

Section:

HR Officer:

Finance Manager:

E&I Training Complete:

Line Manager/PI: [Dropdown menu open]

Post Type: Full Time

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

Request Details Job Advert Selection Criteria

Online Staff Request Form

Job Title: Lecturer

Subject Area (if relevant): ? Biology

Category: Academic

Engagement: ? Employee

Faculty/Service: Faculty of Biological Sciences

School/Institute: School of Biology

Section: School of Biology

The **Section** will automatically populate.

NOTE: if this does not happen please select the correct section.

Faculty/Service: ? Faculty of Biological Sciences

School/Institute: ? School of Biology

Section: School of Biology

HR Officer: ? [Greyed out dropdown]

Finance Manager: ? [Greyed out dropdown]

Line Manager/PI: ? [Greyed out dropdown]

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:

$37.5 \times \text{No of weeks} = \text{Total hours per year}$

E.g.: $37.5 \times 40 = 1500$

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.

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: [dropdown]

Salary Suffix: per annum pro-rata

Hours (per week - Term Time): [input]

Number of Hours per Year: [input]

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**

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: [dropdown]

Hourly Rate: [input]

Salary Suffix: per hour

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

Post Type:

- Full Time
- Part Time
- Full Time (Term Time Only)
- Part Time (Term Time Only)
- Annualised Hours
- Variable

Proposed Grade: [dropdown] *

Salary Suffix: [input]

FTE: [input]

Hours (per week): [input]

Contract Type: Term Open-ended fixed funding

Anticipated Start Date: [input]

Hybrid Working: Yes No

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.**

Post Type:

- Full Time
- Part Time
- Full Time (Term Time Only)
- Part Time (Term Time Only)
- Annualised Hours
- Variable

Proposed Grade: Grade 7

Salary: From: 34304 To: 40927

Salary Suffix: per annum

FTE: 100%

Hours (per week): 37.5

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

NOTE FOR ALL STAFF IN THE FACILITIES DIRECTORATE

Post Type:

- Full Time
- Part Time
- Full Time (Term Time Only)
- Part Time (Term Time Only)
- Annualised Hours
- Variable

Proposed Grade: Grade 4

Salary: From: 20092 To: 22847

Includes Meals: Yes No

Salary Suffix: per annum

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:

Contract Type: Ongoing Fixed Term Ongoing fixed funding

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

4.2 Fixed Term:

Contract Type: Open-ended Fixed Term Open-ended fixed funding

Contract Principles: Fixed Term Contract Principles Met: Yes No

Anticipated Start Date:

Anticipated End Date: OR Duration: (months)

Fixed Term Reason:

If your post is **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.

Contract Type: Open-ended Fixed Term Open-ended fixed funding

Contract Principles: Fixed Term Contract Principles Met: Yes No

Anticipated Start Date:

Anticipated End Date: OR Duration: (months)

Fixed Term Reason:

Hybrid Working: Yes No

UK or Overseas: Yes No

New or in Plan: Yes No

Does the post involve a DBS check? Yes No

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

4.3 Ongoing fixed funding:

Contract Type: Ongoing Fixed Term Ongoing fixed funding

Anticipated Start Date:

Anticipated Funding End Date: OR Duration: (months)

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

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

5. Hybrid working

Anticipated Start Date:

Anticipated Funding End Date: OR Duration: (months)

Hybrid Working: Yes No

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

6. Role Location

6.1 UK post

UK or Overseas: UK Overseas

Location of Role:

Required Overseas: Yes No

Does the post require a DBS: Yes No

Internal Only: Yes No

Secondment Opportunity: Yes No

Recruitment Sources: Yes No

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.

UK or Overseas: UK Overseas

Location of Role:

Name of Partner Institution:

Discussion Held: Yes No

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

New or in Plan: New to Plan In Plan

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

7.2 In Plan:

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

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

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Previous Post Holder:

Post Holder Status: Resigned Left the post already Required temporary cover

Is the post: Comparable Has significant changes

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

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Previous Post Holder:

Post Holder Status: Resigned Left the post already Required temporary cover

Post Holder End Date:

Is the post: Comparable Has significant changes

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

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Previous Post Holder:

Post Holder Status: Resigned Left the post already Required temporary cover

Is the post: Comparable Has significant changes

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

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Previous Post Holder:

Post Holder Status: Resigned Left the post already Required temporary cover

Reason for Cover:

Is the post: Comparable Has significant changes

Does the post require a DBS:

Internal Only:

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.

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Previous Post Holder:

Post Holder Status: Resigned Left the post already Required temporary cover

Reason for Cover:

Details:

Is the post: Comparable Has significant changes

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:

Does the post require a DBS: Yes No

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:

Internal Only: Yes No

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

8.3 Secondment opportunity:

Secondment Opportunity: Yes No
Any Restrictions on Areas: Yes No

Secondment Opportunity: Yes No
Any Restrictions on Areas: Yes No
Please Give Details:

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

Funding Method: *

Salary Account Code:

Recruitment Sources

- Core
- Research Grant
- Mixed Funded
- Other Restricted
- Knowledge Transfer (Consultancy)
- Development
- Endowment

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

Funding Method:

Salary Account Code:

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

Funding Method:

Salary Account Code:

Research Finance Manager:

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)

Funding Method:

Salary Account Code:

Research Finance Manager:

Is a recharge involved: Yes No

Are there VAT implications: Yes No

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

Recruitment Sources

Our standard places for advertising vacancies are: university jobs board, jobs.ac, job centre

If you wish to advertise your post elsewhere, please click 'yes' below. Please note a cost will be incurred which will need to be covered by the school/service, please speak to your HR team for an indication of cost and add any details below

Additional Sources: Do you require additional recruitment sources: Yes No

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:

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 [\[Go To Error\]](#)

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**.

Faculty of Medicine Finance

Confirm Recharge Details: Confirm recharge details

Employee Activities: Please attach details of activity being undertaken by the employee (UoL/External organisation) [Upload new document](#)

Contractual Relationship:

Supporting Evidence

Expected VAT Status:

<< Previous | Next >>

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

Faculty of Medicine Finance

Confirm Recharge Details: Confirm recharge details

Employee Activities: Please attach details of activity being undertaken by the employee (UoL/External organisation) [Employee Activities: B:\ank Test Doc.docx](#) [Upload new document](#)

Contractual Relationship:

Please Specify:

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

Faculty of Medicine Finance

Confirm Recharge Details: Confirm Recharge details

Employee Activities: Please attach details of activity being undertaken by the employee [Employee Activities: B:\ank Test Doc.docx](#) [Upload new document](#)

Contractual Relationship:

Please Specify:

Supporting Evidence: Please attach evidence to support the recharge and PO where needed (e.g. secondments and other arrangements) [Recharge Document: B:\ank Test Doc.docx](#) [Upload new document](#)

Expected VAT Status:

<< Previous | Next >>

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.

Job Advert

Some text about what should be in an advert here.

Overview of the Role:

Main Duties and Responsibilities:

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

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

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

Additional Information:

Working at Leeds

Find out more about the benefits of working at the University, flexible working and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equality of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community, people who identify as LGBT+, and disabled people. Candidates will always be selected based on merit and ability.

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty/School of *****Name***** we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community, people who identify as LGBT+, and disabled people. Candidates will always be selected based on merit and ability.

*****[if required: EDIT according to the inclusion goal]***** We have identified that *****Insert***** are currently underrepresented in this role and particularly welcome applications. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

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.

Criminal Records:

*****Select the following sentence for posts covered by the Rehabilitation of Offenders Act*****

This post is subject to the Rehabilitation of Offenders Act 1974 and as such, applicants are required to declare criminal records accordingly. Appointees may also be required to complete a criminal record check from the Disclosure and Barring Service (DBS) and where relevant, equivalent overseas authorities.

*****OR Select the following sentence for posts covered by the Rehabilitation of Offenders Exceptions Order*****

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) and as such, applicants are required to declare criminal records accordingly. Appointees may also be required to complete a criminal record check from the Disclosure and Barring Service (DBS) and where relevant, equivalent overseas authorities.

<< Previous Next >> Save Submit

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.

Request Details Job Advert Selection Criteria

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

Add: 1 Selection Criteria

<< Previous Next >> Save Submit

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.



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

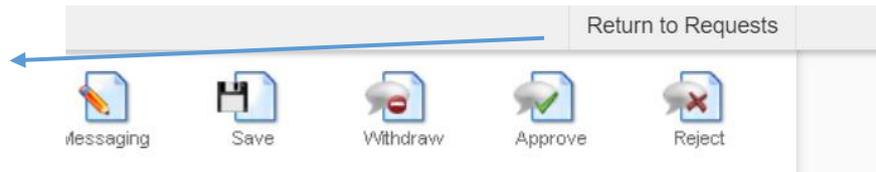
Some text about what should be in the selection criteria here

14. Stages of approval

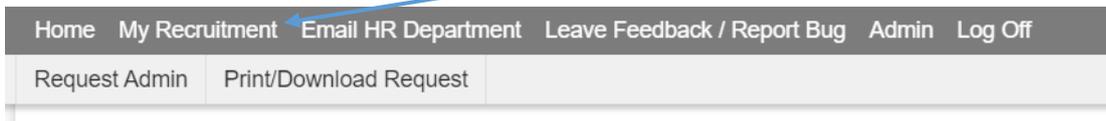
Once Submitted your form will go to the next stage of approval, the stages are:

- 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

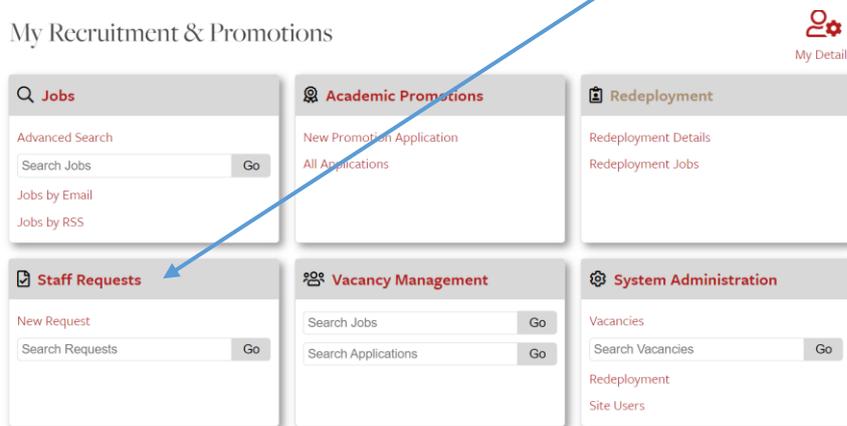
You can see what stage, and where your request is by selecting **Return to Requests** in the top right of the screen.



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.

ID	Job Title	Engagement	Faculty/Service	Status	Last Update
0054-22	Test	Employee	Faculty of Medicine & Health	Faculty of Medicine & Health Finance Approval (Action Required)	11/04/2022 18:41
0098-22	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
0050-22	Finance Manager Test	Employee	Faculty of Arts, Humanities & Culture	Rejected	05/05/2022 16:28
074-22	XXXX	Employee	Faculty of Medicine & Health	Finance Approval	21/04/2022 18:10
0055-22	Admin assistant 2	Temp/Agency	Faculty of Environment	Head of School/Institute Approval	21/04/2022 15:33
0050-21	XXXXXXXXXX	Employee	Faculty of Medicine & Health	HR Approval	06/04/2022 11:10
0034-22	Now employee test	Employee	Faculty of Medicine & Health	Rejected	06/04/2022 09:54

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.