

**Temp and Agency Request
Guidance (Including SS2 forms)**

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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 Linton (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
038123	PCR Teaching Assistant	Worker	Digital Education Service	Jessica Innes	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 **Temp/Agency** from the drop down menu.

NOTE: This form is to be used for all temporary categories of staff including SS2s SS4s, Workers and Agency staff.

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**.

Resource Request



Insert the **job title** here

The **Engagement type** will automatically populate

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

Online Staff Request Form

Job Title: Project Manager

Category: Professional & Managerial

Engagement: Temp/Agency

Faculty/Service: **External - not a University role**

School/Institute: External - not a University role

Section: External - not a University role

HR Officer: External - not a University role

Finance Manager: External - not a University role

Line Manager/PI: External - not a University role

Post Type: External - not a University role

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

Online Staff Request Form

Job Title: Project Manager

Category: Professional & Managerial

Engagement: Temp/Agency

Faculty/Service: Professional Services

School/Institute: **Academic Appeals**

Section: Academic Appeals

HR Officer: Academic Appeals

Finance Manager: Academic Appeals

Line Manager/PI: Academic Appeals

Post Type: Academic Appeals

Temp Agency: Academic Appeals

Proposed Grade: Academic Appeals

Salary Suffix: Academic Appeals

Hours (per week): Academic Appeals

Anticipated Start Date: Academic Appeals

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

Online Staff Request Form

Job Title: Project Manager

Category: Professional & Managerial

Engagement: Temp/Agency

Faculty/Service: Professional Services

School/Institute: Business Change Team

Section: **Business Change Team**

HR Officer: Business Change Team

Finance Manager: Business Change Team

Line Manager/PI: Business Change Team

Post Type: Business Change Team

Temp Agency: Business Change Team

Proposed Grade: Business Change Team

Salary Suffix: Business Change Team

Hours (per week): Business Change Team

Anticipated Start Date: Business Change Team

The **Section** will automatically populate.

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

Online Staff Request Form

Job Title: Project Manager

Category: Professional & Managerial

Engagement: Temp/Agency

Faculty/Service: Professional Services

School/Institute: Business Change Team

Section: Business Change Team

HR Officer: Select approving HR officer

Finance Manager: Select approving finance officer

Line Manager/PI: Select line manager

Post Type: Business Change Team

Temp Agency: Business Change Team

Proposed Grade: Business Change Team

Salary Suffix: Business Change Team

Hours (per week): Business Change Team

Anticipated Start Date: Business Change Team

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

3.1 Full Time

HR Officer: Irene Testhiringmanager (testhm / i.testhiringmanager@stonefish.co.uk)

Finance Manager: Cecile Baillif (percba / C.Baillif@leeds.ac.uk)

Line Manager/PI: Abraham Lincoln (Abe / abe@usa.xxx)

Post Type: Full Time

Part Time

Variable

Select **Full Time** from the options.

Post Type: Full Time
 Part Time
 Variable

Temp Agency:

Proposed Grade:

Salary Suffix:

FTE:

Hours (per week):

Anticipated Start Date:

Anticipated End Date: OR Duration: (months)

Insert the name of the **Temp agency** that you're using for this post, in the free type field.

NOTE: if this request is for Temporary staff (Not agency staff) please insert the type of Temp staff here, e.g, SS2.

Select the proposed **grade** from the drop down menu.

Post Type: Full Time
 Part Time
 Variable

Temp Agency:

Proposed Grade:

Proposed Spine Point:

Salary: To:

Salary Suffix:

FTE:

Hours (per week):

Anticipated Start Date:

Anticipated End Date: OR Duration:

Select the proposed **Spine Point** from the drop down menu.

Post Type: Full Time
 Part Time
 Variable

Temp Agency:

Proposed Grade:

Proposed Spine Point:

Salary: To:

Salary Suffix:

FTE:

Hours (per week):

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

3.2 Part Time

Post Type: Full Time Part Time Variable

Temp Agency:

Proposed Grade:

Proposed Spine Point:

Salary: From: 34304 To: 40927

Salary Suffix: per annum pro-rata

FTE: %

Hours (per week):

Insert the name of the **Temp agency** that you're using for this post, in the free type field.

Enter the **Proposed grade and spine point** from the drop down menus (as per the full time guidance above).

The **Salary range** and **salary suffix** will automatically populate.

Insert the **FTE** and **hours per week** in the free type fields.

3.3 Variable

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

Post Type: Full Time Part Time Variable

Temp Agency:

Proposed Grade:

Proposed Spine Point:

Hourly Rate:

Salary Suffix: per hour

Insert the name of the **Temp agency** that you're using for this post, in the free type field.

Enter the **Proposed grade and spine point** from the drop down menus (as per the full time guidance above).

Enter the **hourly rate** in the free type field.

The **salary suffix** will automatically populate.

Anticipated Start Date:

Anticipated End Date: OR Duration: (months)

Hybrid Working: Yes No

Insert the **anticipated start date**.

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

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

4. UK or Overseas

NOTE: If you're unsure of what to select, please contact your local HR team in the first instance.

4.1 UK roles

Hybrid Working: Yes No

UK or Overseas: UK Overseas

Location of Role:

Required Overseas:

New or in Plan:

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: Yes No

Will the post holder be required overseas? Select yes or no. Click [here](#) for further information.

4.2 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: Chengdu city, P.R.China

Name of Partner Institution: If applicable

Discussion Held: 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: 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**).

5. New to plan or in plan

5.1 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.

5.2 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: [Free text field]

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: Joe Bloggs

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

Post Holder End Date: [Date field]

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: Joe Bloggs

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:

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.

6. Further Details

6.1 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](#).

6.2 Job Description

New or in Plan: New to Plan In Plan

Is this a replacement post: Yes No

Does the post require a DBS: Yes No

Job Description: [Upload new document](#)

If you have a **Job Description** ready for this role, **upload it here**.

NOTE: You will **not** be able to submit this request without a Job Description attached. If you do not have one at this point, you can save the form and return at a later date.

6.3 Funding Method

Is this a replacement post: Yes No

Does the post require a DBS: Yes No

Job Description: [Upload new document](#)

Funding Method:

Salary Account Code:

Business Case:

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

Does the post require a DBS: Yes No

Job Description: [Upload new document](#)

Funding Method:

Salary Account Code:

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

Funding Method:

Salary Account Code:

Research Finance Manager:

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.

7. Business Case

Business Case

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.

8. 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.

[Return to Requests](#)

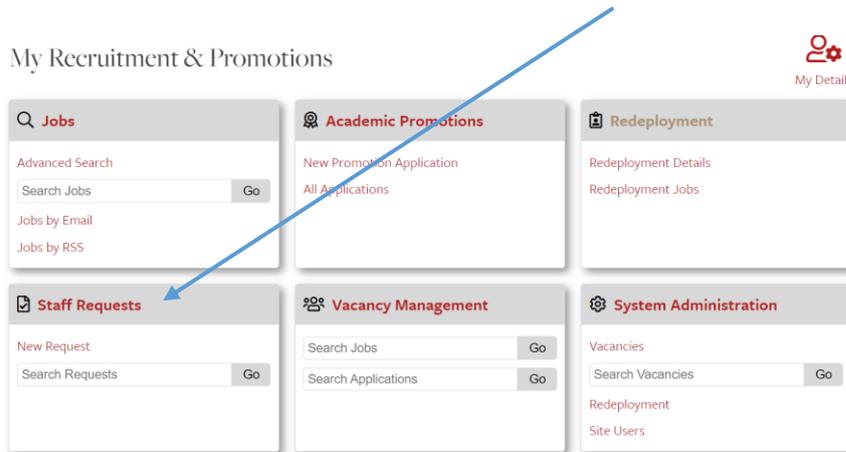
 Messaging  Save  Withdraw  Approve  Reject

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.

The screenshot shows the 'Welcome to Staff Requests' dashboard. It includes a search bar for 'Job Title or Applicant Name', a 'Show Filter' button, and a table of pending requests. A red bar highlights 'Action Required' requests. A blue arrow points to the 'Action Required' status in the table.

Type	Job Title	Type	Last Update
Change Request	Officer 2	Act Up	11/05/2022 15:01
Change Request	Officer 2	Act Up	11/05/2022 15:00
Change Request	HR Officer	Act Up	11/05/2022 14:57
Change Request	HR Officer	Act Up	11/05/2022 14:56
Change Request	TEST RM ADMIN	Act Up	11/05/2022 14:51

There are 2 requests which require an action on your part and are marked with (Action Required)

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 16:41
0088-22	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
0080-22	Finance Manager Test	Employee	Faculty of Arts, Humanities & Cultures	Rejected	05/05/2022 10:28
0074-22	XXXX	Employee	Faculty of Medicine & Health	Finance Approval	27/04/2022 16:10
0065-22	Admin assistant 2	Temp/Agency	Faculty of Environment	Head of School/Institute Approval	21/04/2022 15:33
0050-22	XXXXXXXX	Employee	Faculty of Medicine & Health	HR Approval	06/04/2022 11:10
0034-22	New employee test	Employee	Faculty of Medicine & Health	Rejected	06/04/2022 09:54

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.