1. Accessing the approval request

Once a Hiring Manager has submitted the request, it is sent to HR for approval.

You will receive an email like the one below:

	Please click on the follo	wing link to view the details of the request and to make your decision.						
		tps://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleeds.stonefish.co.uk%2FVR%2FRequest.aspx%3Frequestid%						
		D661&data=05%7C01%7CC.Baillif%40leeds.ac.uk%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1% C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2IuMzIiLCJBTil6lk1haWwiLCJXVCI6Mn0%3D%7C3000%						
		S68606%/CUnknown%/CTWFp6G2sb3d8eyJWIjolMC4wEjAWMDAttClQtjolV2luM2titCLBTit6ik1h/ i=GgKWKppFyczTlvckmHHpq3ET6EY353XR2qAOF7YUZtw%3D&reserved=0	IWWILCJXVCI6	Mn0763D767C30007				
	ACTA ACCARTCA amp, suate	-ogeweisprycznieceninnipoje rochodowaria zawadowaria preserveu-o						
	Human Resources	T						
	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 requ	uet.						
	Progress Request Details 1	Votes						
		Votes	D 1	Date				
	Stage Name Request Submitted		Result Submitted	Date 15/06/2022 11:54				
	HR Approval	*	Awaiting Decision	Send Message				
	Cecile Baillif		Awarding Decision	<u>Selid Message</u>				
<- Previous Next >>								
Υοι	u will be able to se	e that there is a HR						
anr	proval pending To	open up the form,						
• •								
CIIC	lick Next.							

2. Checking/Amending the form

The whole completed form will appear, you can check each section.

Progress Request Details	8 Notes		
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		
aculty/Service:	Faculty of Biological Sciences		
School/Institute:	School of Biology		
Section:	School of Biology 🗸		
HR Officer:	Cecile Baillif (percba / C.Baillif@leeds.ac.uk) *		Check that the Hiring Manager
Finance Manager:	Kelly Brook (wsdkbr / K.L.Brook@leeds.ac.uk)		
& Training Complete:	● Yes ○ No		put the correct information in
Employee Name:	Joe Bloggs		•
mployee ID:	12345		form.
mployee Job Title:	Administrator	_	
Current Grade:	Grade 4		Check the promotions
Current Spine Point:			check the promotions
urrent Salary:	20600		information.
Current FTE:	100 %		
lew or in Plan:	Is the request new to plan or in plan: ● New to Plan ◯ In Plan		NOTE: You have the ability to n
romotion			
lew Grade:	Grade 5		changes to the form at this poi
lew Spine:	19 🗸		
alary:	24871		
Acting Up:	Currently Acting up/additional pay: O Yes No		

Bushess Case	
Business Case	_
Business Case	

Check the **Business case** is correct

NOTE: You have the ability to make changes to the form at this point. *

*You have the option to make changes and approve the form, or

you can reject the form, noting the changes to be made by the hiring manager. If you reject the form it will be sent back to the hiring manager. You can add any notes to the notes section (shown below).

3. HR Approval details

The HR Approval section will sit underneath the **Business case**:

Is the request type appropriate?

NOTE: If the request type is not appropriate, select **No.** You can **leave a note** on the next page explaining why.



4. Confirm Grade

Grading		
Confirm Grade:	Grade 5 Please make sure you have had a conversation with the Recruiting Manager about the grade	
ECC Role Code:		
<< Previous Next >>		Save You will be prompted to confirm the
Click on Next to mov on to the next part c :he form.	Insert the FCC role code	grade of the role. You can select the grade from the drop down menu.

7. Notes and Approval

Use the **notes section** to record why you have not approved the request.

You can also use this section to add any other notes you may wish to.

0135-22 - Joe Bloggs, Administrator - Promotion Request	Messaina Save Withd	
Please approve or reject the request.	messaging Same vitulitie	
Progress Request Details Notes		
Notes		
	Save Notes	Cancel Changes
		You can now approve or
		reject the form by clicking
¥		on these icons. It is also
		recommended that you
		save the form.
<< Previous Next >>		Save