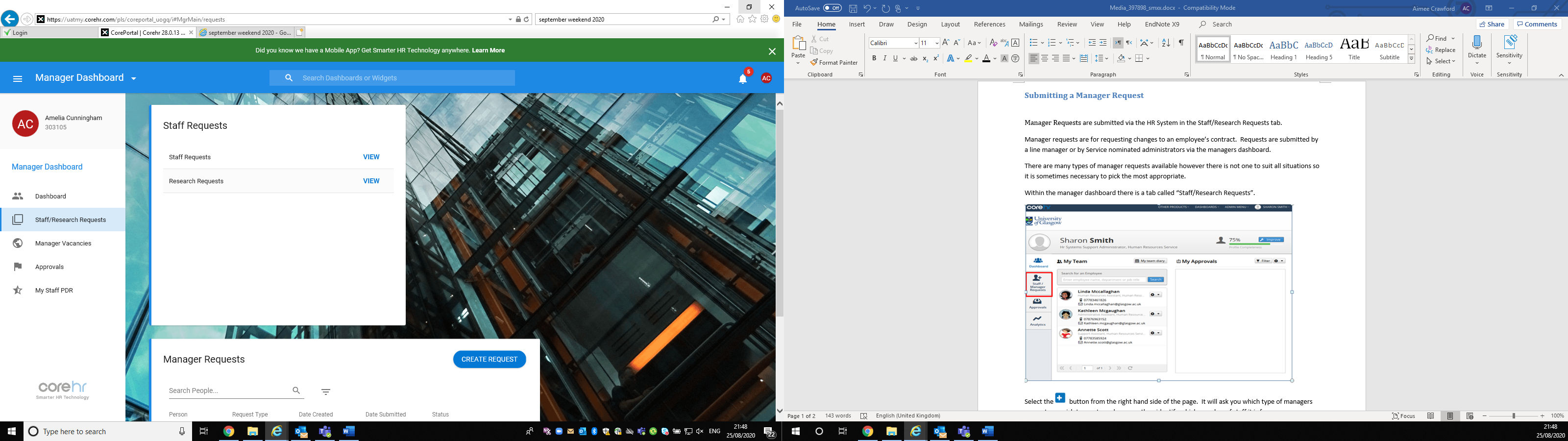
## Submitting a Manager Request

Manager Requests are submitted via the HR System in the Staff/Research Requests tab.

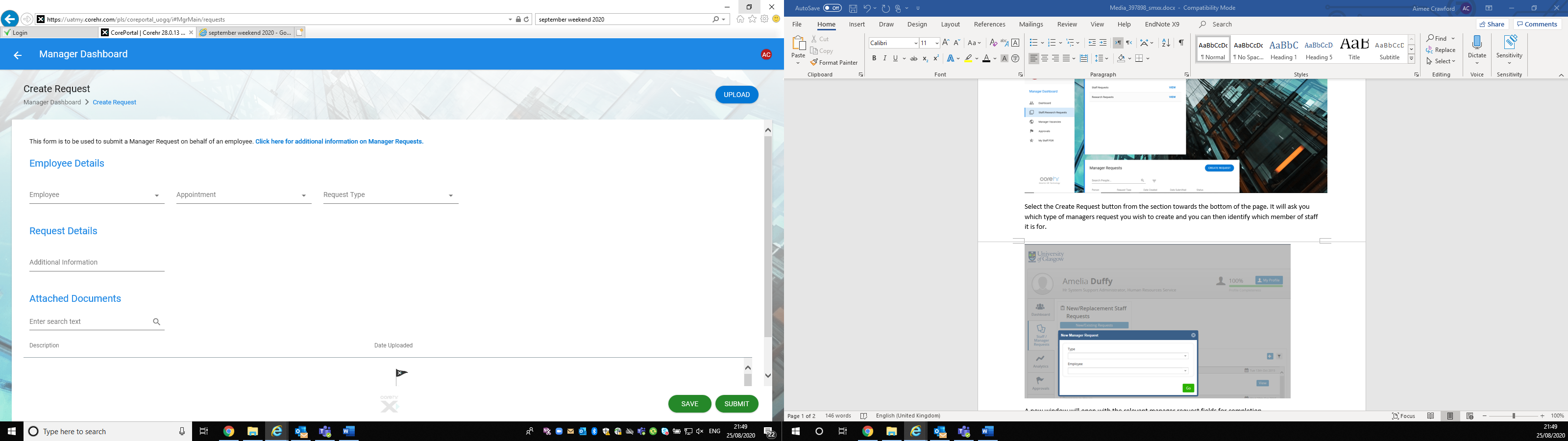
Manager requests are for requesting changes to an employee’s contract. Requests are submitted by a line manager or by Service nominated administrators via the managers dashboard.

There are many types of manager requests available however there is not one to suit all situations so it is sometimes necessary to pick the most appropriate.

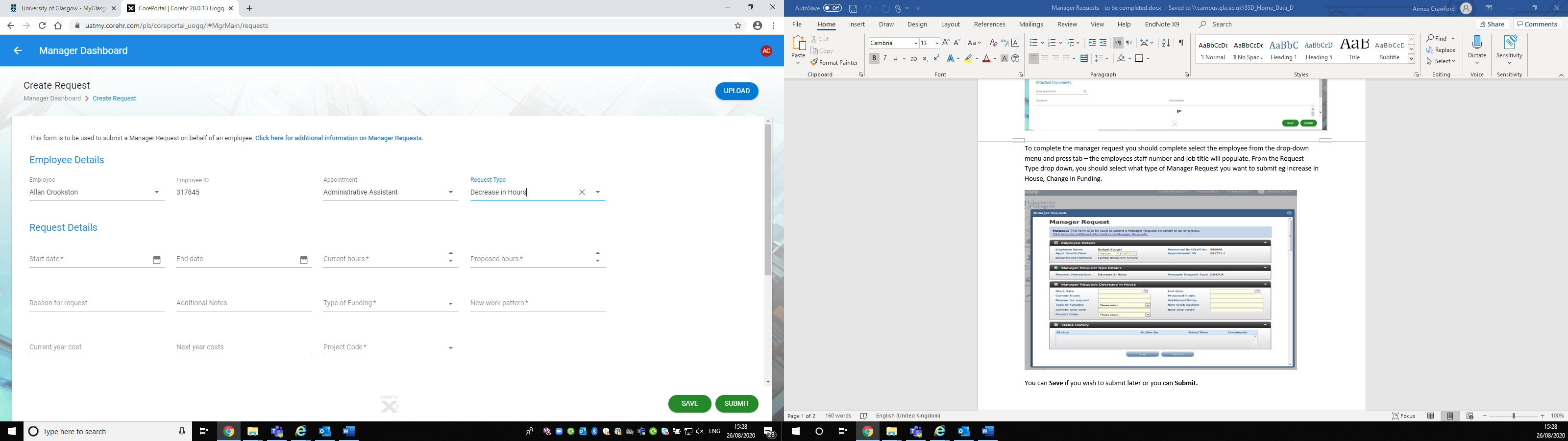
Within the manager dashboard there is a tab called “Staff/Research Requests”.



Select the Create Requestbutton from the section towards the bottom of the page.



To complete the manager request you should complete select the employee from the drop-down menu and press tab – the employees staff number and job title will populate. From the Request Type drop down, you should select what type of Manager Request you want to submit eg Increase in House, Change in Funding.



At this point you need to complete the newly displayed fields such as start/end date, proposed new working hours etc. The fields will vary for each type of request, some of the fields will have drop down options and others will be free text boxes.