

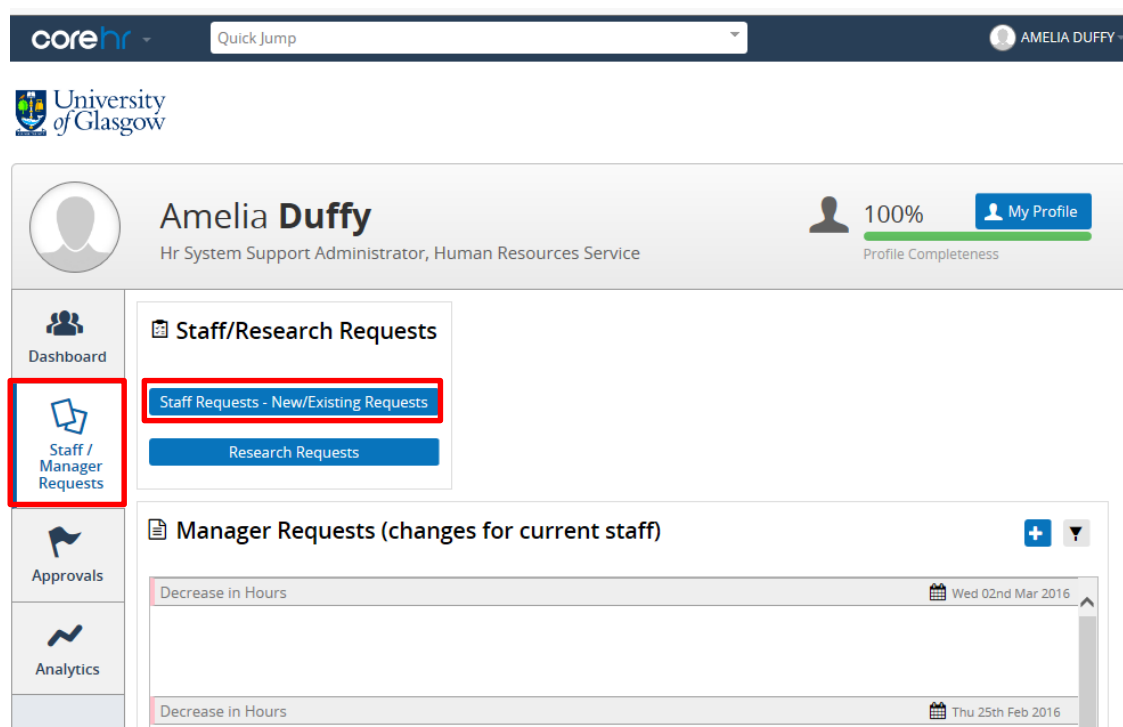
Submitting A Staff Request

Staff requests are used to start a Recruitment campaign.

In order to raise a staff request you must be nominated by your Head of Department/Service. Once nominated, you will be able to raise staff requests for the whole department/service.

Before starting a new request it is useful to check that you know the type of appointment, the funding details, the financial impact this appointment will have and any supporting documentation you may require.

Staff requests are submitted via the Staff/Manager requests tab in the Manager Dashboard. You should always select the “Staff Requests - New/Existing Requests” button.



The screenshot shows the corehr system interface for Amelia Duffy, Hr System Support Administrator, Human Resources Service. The user's profile completeness is 100%. The navigation menu on the left includes Dashboard, Staff / Manager Requests (highlighted in a red box), Approvals, and Analytics. The main content area displays 'Staff/Research Requests' with a sub-menu where 'Staff Requests - New/Existing Requests' is highlighted in a red box. Below this, there is a section for 'Manager Requests (changes for current staff)' with a list of requests, including 'Decrease in Hours' dated 'Wed 02nd Mar 2016' and 'Thu 25th Feb 2016'.

After selecting this option, a new window will appear which contains information relating to previously submitted or planned staff requests.


The donut displayed on the left hand side of the screen provides information in a snapshot regarding the number of staff requests at each status of the process. You can see at a glance how many of your staff requests you have submitted, had approved or had rejected. It is not possible to view that group of staff requests by clicking on the key.

If you would like to filter your requests in order to look at a particular group you should use the free text search box to look for key words or alternatively use the drop down list to look for requests of particular statuses e.g. all your rejected requests or all your submitted requests.

Staff/Research Requests

Your Requests | Approvals waiting for you | Existing Posts


Staff Requests that you have created




Request No	Request Date	Job Title	Department	
1603012224	02-Mar-2016	Systems Adminis...	Human Resources Ser...	...
1512011766	15-Dec-2015	Administrative As...	Human Resources Ser...	...
1510011300	20-Oct-2015	Systems Adminis...	Human Resources Ser...	...
1507010553	06-Jul-2015	Systems Adminis...	Human Resources Ser...	...
1506010441	22-Jun-2015	Systems Adminis...	Human Resources Ser...	...
1503009761	16-Mar-2015	Systems Adminis...	Human Resources Ser...	...
1501009268	09-Jan-2015	Systems Adminis...	Human Resources Ser...	...
1402006718	13-Feb-2014	System Support...	Human Resources Ser...	...
1304004481	19-Apr-2013	Human Resource...	Human Resources Ser...	...

Copying a Previous Staff Request

To complete a staff request you should always try and copy one that you have previously submitted. In the above screen you can see a list of all previously submitted requests, to copy one you should

press the button  at the end of the row and select to Copy the request. Once a request has

been copied it will appear at the top of the list with today as the request date, using the  button once more you should chose to edit your request. Please note, the format of these boxes may change slightly depending on the browser you are using.

Edit Request

- Position
- Contract Details
- Job Details
- Vacancy Details
- Documents
- Cost Allocation
- Summary

Structure
University Of Glasgow

Company:
University Of Glasgow

College/US:
University Services

Department:
Human Resources Service

Subject/Section:
Hr - Human Resources

Theme/Team:
Us Hr - Systems Support


Cost Centre:
90101000 - Us - Human Resources

Location:
Tay House

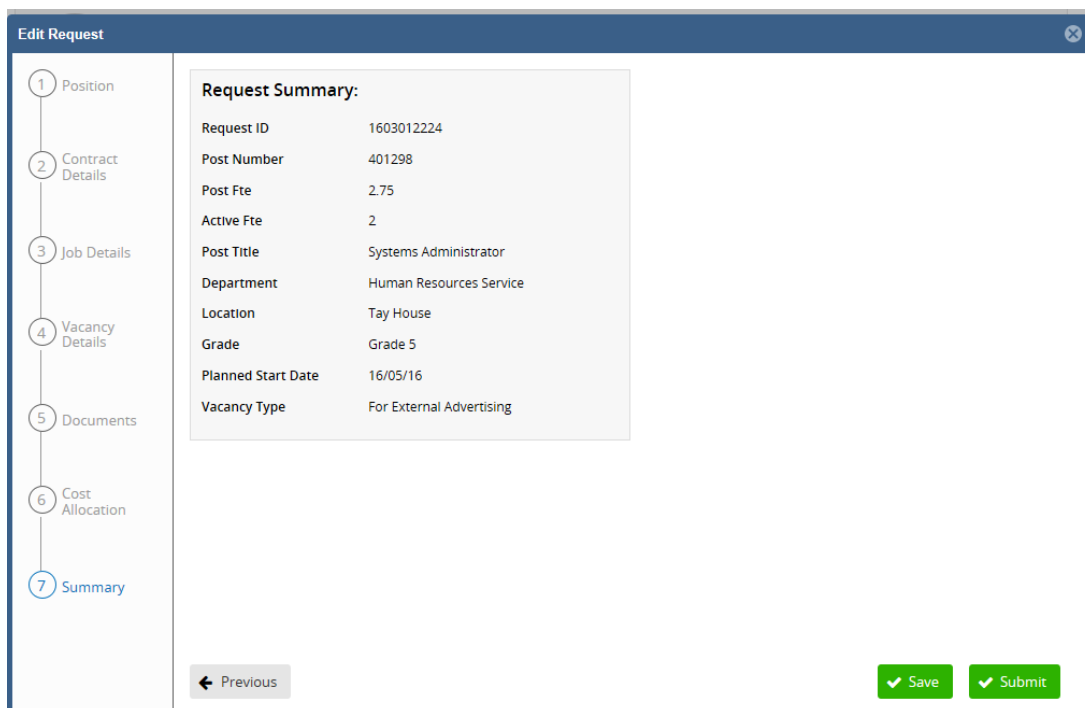
Next

The framework for your request will appear in a new window as shown in the above screenshot. Down the left hand side are the stages of the request with information you must fill in at each level. To move from level to level you can either use the “Next” button or select the stage from the left hand side.

As you are copying a previous request, the majority of the information will already be filled in and correct however you should always review this information to make the staff request applicable to your new vacancy. Items such as notes, work patterns and start/end dates all need amended to reflect this new request.


It is likely that with your new staff request there will be new dates associated with the cost allocations, as you have copied a previous request there will already be information within this field. To make amendments you should delete all information regarding the previous cost allocations by selecting the  button and then entering the data from scratch.

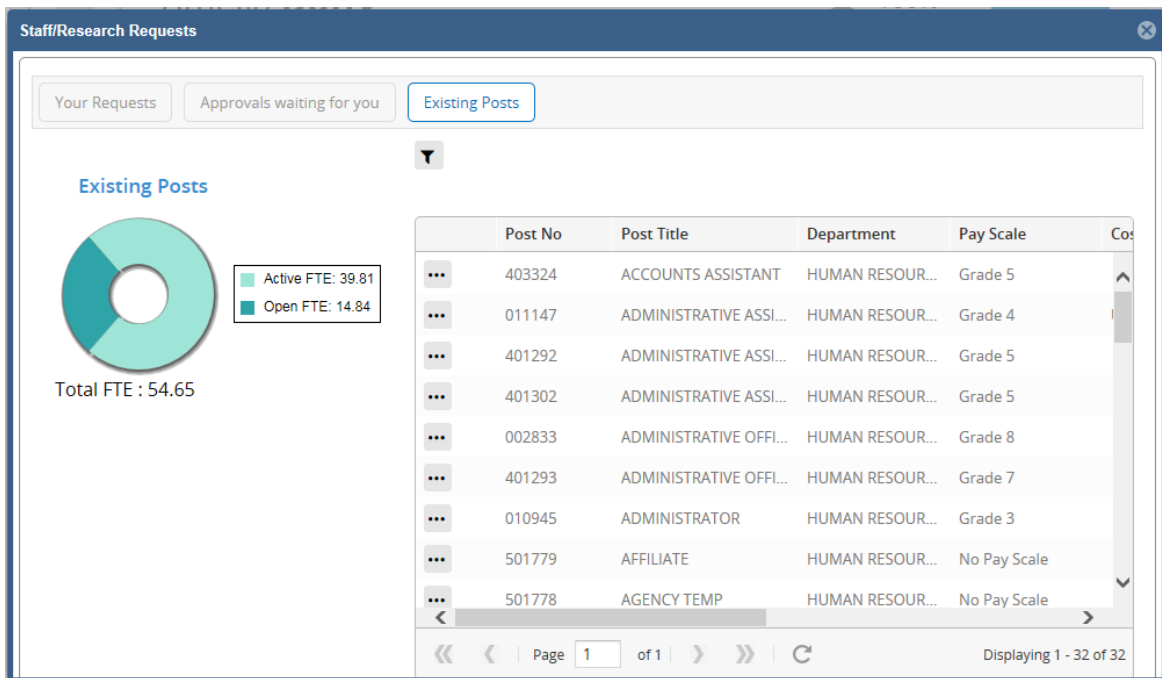
Once you have completed all of the appropriate fields you can review the information at the final stage before pressing submit.



Creating a New Staff Request from a post


There will be times when it is not possible to copy a previous request and so you must create a post for the very first time. To do this select the “Staff Requests – New/Existing Requests” button and choose the “Existing Posts” option at the top of the screen.

The list of posts you have access to will display on this screen and you will be able to view their grade and title. If you have a large amount of access you may wish to filter these results – select the funnel icon  to do so.



A new pop up window will appear and you should enter your filtering criteria. The initial step is to select the structure which is "University of Glasgow", from the drop down list select the correct College/US, the applicable department for this request and finally scroll to the bottom of the window and press "search". ***N.B Entering further filtering criteria will limit the return on your results.***

The screenshot shows the 'Search for existing post' pop-up window. It contains three dropdown menus for filtering criteria: Company (University Of Glasgow), College/US (University Services), and Department (Human Resources Service).

You will return to the original screen but your results will be filtered now. Once you have found the correct post to base your request on you should use the  button and select to "Create Request From Post". You can now fill in your request using the drop down menu's and free text fields. To navigate from section to section please use the roadmap down the left side of the screen or alternatively by using the "Next" button.

Position Screen

Create New Request

- 1 Position**
- 2 Contract Details
- 3 Job Details
- 4 Vacancy Details
- 5 Documents
- 6 Cost Allocation
- 7 Summary

College/US: University Services

Department: Human Resources Service

Subject/Section: Hr - Human Resources

Theme/Team: Us Hr - Systems Support

Cost Centre: 90101000 - Us - Human Resources

Location: Tay House

Work Group: USHR2 - Us Hr Hr Operations Manager (Ah)

Academic Employ(AEF): 4 - Not An Academic Contract

HESA Cost Centre:

[Next](#)

Contract Details

Create New Request

- 1 Position
- 2 Contract Details**
- 3 Job Details
- 4 Vacancy Details
- 5 Documents
- 6 Cost Allocation
- 7 Summary

Enter details for the employees appointment

Request Date: 04/03/16

Contract Duration: 2 years

Planned Start Date: 02/05/16

Planned End Date: 30/04/18

Job Family: Management Professional & Administrative

Sub Status: Full Time

Employee Status: Fixed Term -Sosr E.G Maternity Leave

Work Pattern: Monday-Thursday

Grade: Grade 8

Positions Required: 1

Hours: 35

FTE: 1

[Previous](#) [Next](#)

Job Details

Create New Request

- 1 Position
- 2 Contract Details
- 3 Job Details
- 4 Vacancy Details
- 5 Documents
- 6 Cost Allocation
- 7 Summary

Enter details for the job title

Post Title:
Administrative Officer

Job Title Text:
Financial Administrative Officer
468 Characters Remaining

Additional Info
500 Characters Remaining

Disclosure PVG

NHS Research Passport

Clinical Research Type:

← Previous Next →

Vacancy Details

Create New Request

- 1 Position
- 2 Contract Details
- 3 Job Details
- 4 Vacancy Details
- 5 Documents
- 6 Cost Allocation
- 7 Summary

Enter details for the vacancy

Vacancy Type:
For External Advertising

Position Type:
RECRUIT (COMPLETELY NEW)

Grade and Salary:
Grade 8

Contact Person:
Amelia Duffy

← Previous Next →

The **document** screen is available for uploads should you have any. Common items uploaded may be email communication or successful grant application letters.

Cost Allocations

Create New Request

- 1 Position
- 2 Contract Details
- 3 Job Details
- 4 Vacancy Details
- 5 Documents
- 6 Cost Allocation
- 7 Summary

Funding Details

Funding Source
General (Included I ▾)

Funding Source Details

Assign Cost Allocations

Project	Cost Centre	Expense	Date From	Date To	Percentage	
120710-01 - Hum.	90101000		02/05/16	30/04/18	100	✖
						✖
						✖
						✖
						✖

← Previous Next →

Once you have entered all the data you can press save within the summary page and this will save your staff request. Your summary will now change and you can see the new staff request number in the top line of the summary.

Request Summary:	
Request ID	1603012233
Post Number	002833
Post Fte	1
Active Fte	1.6
Post Title	Administrative Officer
Department	Human Resources Service
Location	Tay House
Grade	Grade 8
Planned Start Date	02/05/16
Vacancy Type	For External Advertising
FTE	1
Positions Required	1

This will save the request but to submit, you should go back to the 'Your requests' tab, and using the ellipses button chose to edit the request.

Staff/Research Requests

Your Requests | Approvals waiting for you | Existing Posts

Staff Requests that you have created

Planned: 11
Submitted: 0
On-hold: 0
Approved: 0
Complete: 0
Rejected: 0

Enter search text... All

Request No	Request Date	Job Title	Department	
1603012233	04-Mar-2016	Administrative Of...	Human Resources Ser...	...
1603012232	04-Mar-2016	Administrative As...	Human Resources Ser...	...
1603012224	02-Mar-2016	Systems Adminis...	Human Resources Ser...	...
1512011766	15-Dec-2015	Administrative As...	Human Resources Ser...	...
1510011300	20-Oct-2015	Systems Adminis...	Human Resources Ser...	...
1507010553	06-Jul-2015	Systems Adminis...	Human Resources Ser...	...
1506010441	22-Jun-2015	Systems Adminis...	Human Resources Ser...	...
1503009761	16-Mar-2015	Systems Adminis...	Human Resources Ser...	...
1501009268	09-Jan-2015	Systems Adminis...	Human Resources Ser...	...
1402006718	13-Feb-2014	System Support...	Human Resources Ser...	...

Context menu for selected row: Edit, Copy, Delete

You can review your staff request one more time before finally submitting the request via the “Submit” button on the Summary page.

Edit Request

1 Position
2 Contract Details
3 Job Details
4 Vacancy Details
5 Documents
6 Cost Allocation
7 Summary

Request Summary:

Request ID: 1603012233
Post Number: 002833
Post Fte: 1
Active Fte: 1.6
Post Title: Administrative Officer
Department: Human Resources Service
Location: Tay House
Grade: Grade 8
Planned Start Date: 02/05/16
Vacancy Type: For External Advertising
FTE: 1
Positions Required: 1

← Previous Save Submit