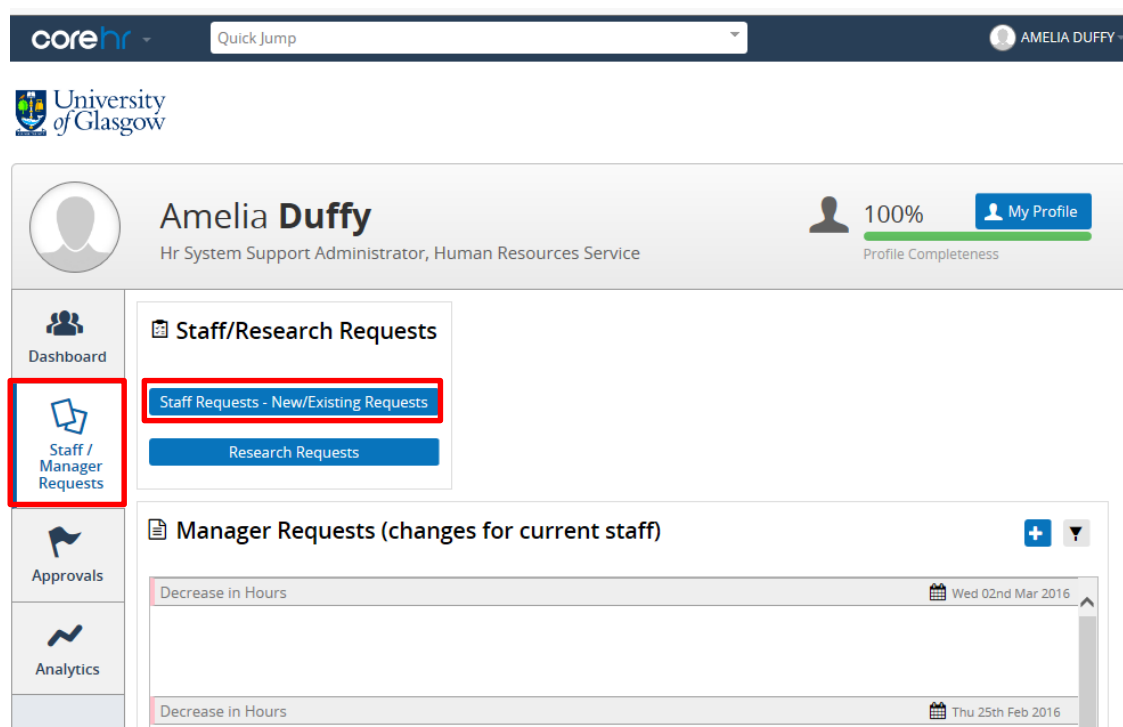# Submitting A Staff Request

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.

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 <u>not</u> 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.

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.

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 [X] 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.
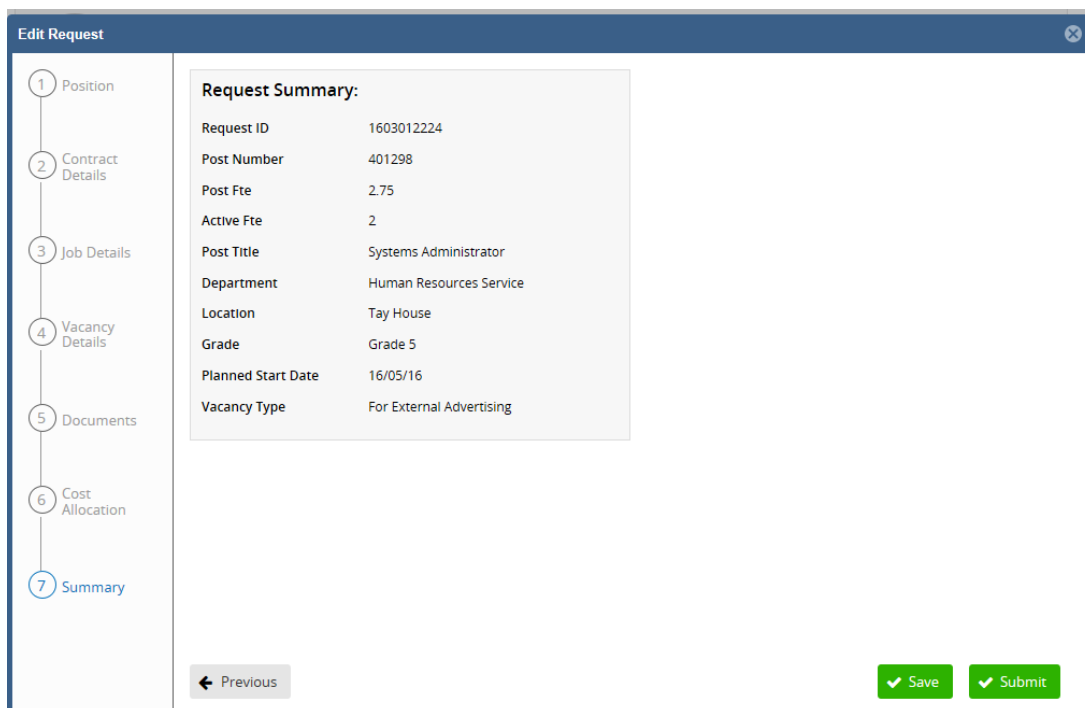
**Creating a New Staff Request from a post**

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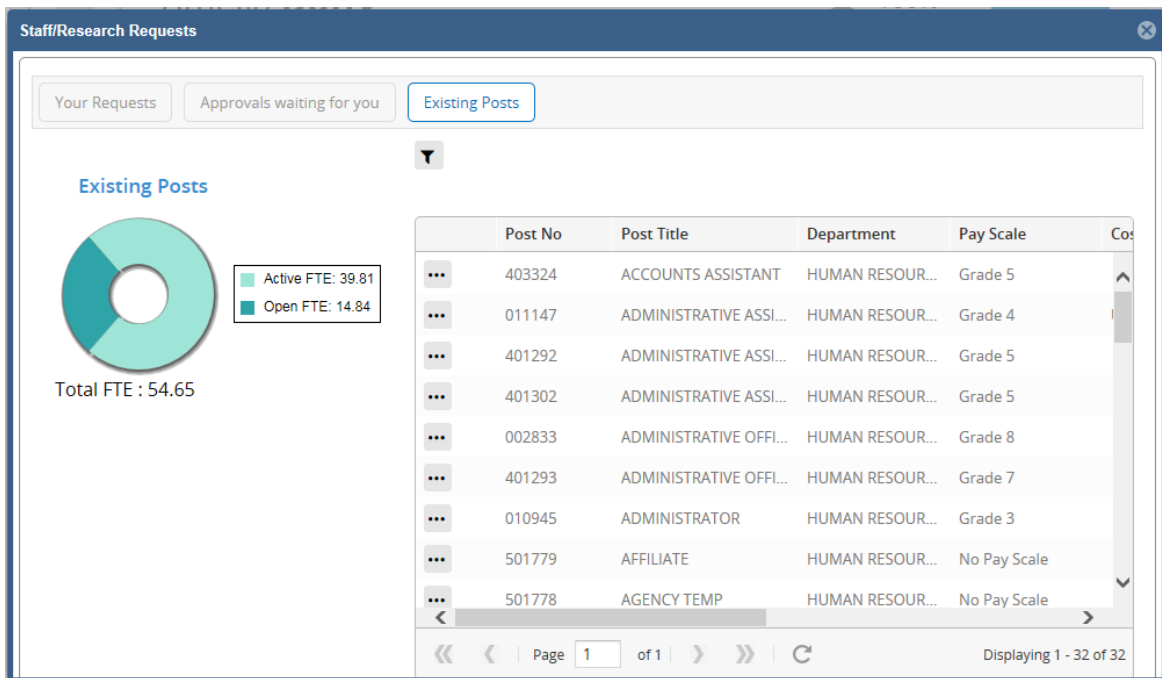
A new pop up window will appear and you should enter your filtering criteria. The initial step is to select the structure which is "University of Glasgow", from the drop down list select the correct College/US, the applicable department for this request and finally scroll to the bottom of the window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

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

Contract Details

Job Details

Vacancy Details

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

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.

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.

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