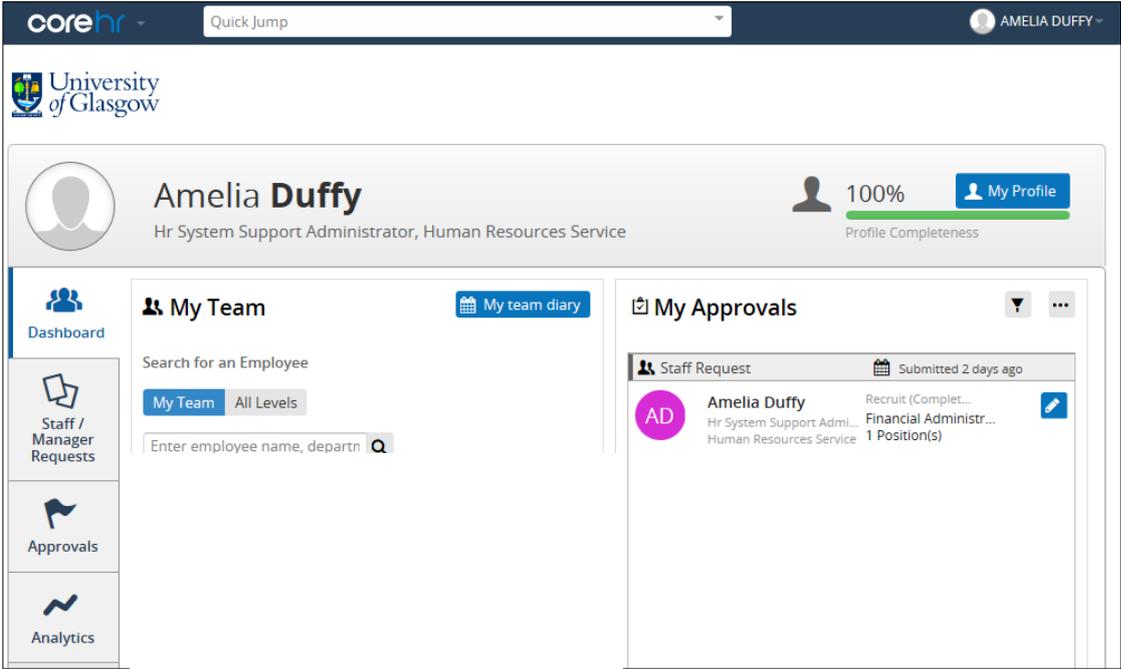


## Approving/Rejecting Staff Requests

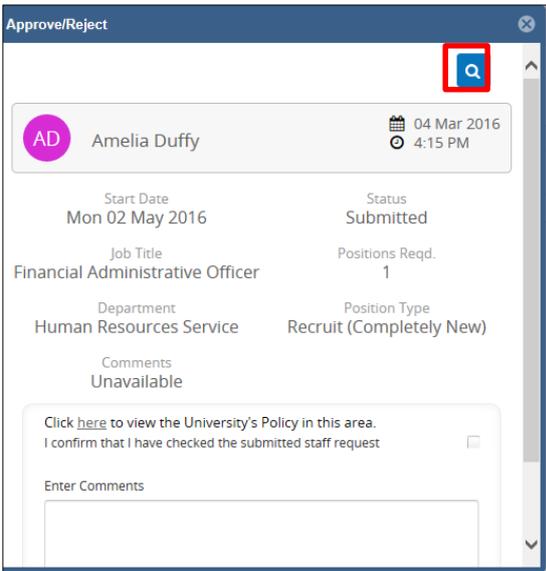
If you are set up in the system as a staff request approver, you will continue to receive email notifications but you should log into the HR system in order to approve the request itself. There are a few places you can see/approve the staff request, the below process is one of these methods. At the end of this note the other method has been listed.

When you log into your Manager Dashboard you will see on the right hand side under the My Approvals section that staff requests will be listed. To view this request you should select the  button which will cause a small pop up window to appear.



The screenshot shows the corehr Manager Dashboard for Amelia Duffy. The user's profile is visible at the top, showing a 100% profile completeness. The dashboard is divided into several sections: a navigation menu on the left, a 'My Team' section with a search bar, and a 'My Approvals' section. In the 'My Approvals' section, a staff request is listed for Amelia Duffy, submitted 2 days ago. A magnifying glass icon is visible next to the request entry.

Once the pop up window has appeared and fully loaded you will see some of the basic information displayed such as Start Date, Job Title and how many positions are required. It is possible to view the whole staff request and therefore all of the details by clicking on the magnifying glass button.



The screenshot shows the 'Approve/Reject' pop-up window for a staff request. The window displays details for a request submitted by Amelia Duffy on 04 Mar 2016 at 4:15 PM. The request is for a Financial Administrative Officer position, submitted on Mon 02 May 2016. The position type is 'Recruit (Completely New)' and requires 1 position. The comments section is currently unavailable.

Start Date	Mon 02 May 2016	Status	Submitted
Job Title	Financial Administrative Officer	Positions Reqd.	1
Department	Human Resources Service	Position Type	Recruit (Completely New)

Comments: Unavailable

Click [here](#) to view the University's Policy in this area.  
I confirm that I have checked the submitted staff request

Enter Comments

The staff request will appear in a pop-up window and you can move through each stage of the request by clicking on the breadcrumb path down the left hand side or alternatively using the "Next" button.

**View Request**

1 Position

2 Contract Details

3 Job Details

4 Vacancy Details

5 Documents

6 Cost Allocation

7 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

Once you have reviewed all of the details you and have chosen to approve or reject the request you should select the appropriate option from the drop down menu in the Summary screen.

**View 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

Approval History

Date	Person	Action
07-Mar-2016	Amelia Duffy	Submitted
	Department: Head Of School/Institute/Servi...	Pending

Approval Options

Approved

Rejected

500 Characters Remaining

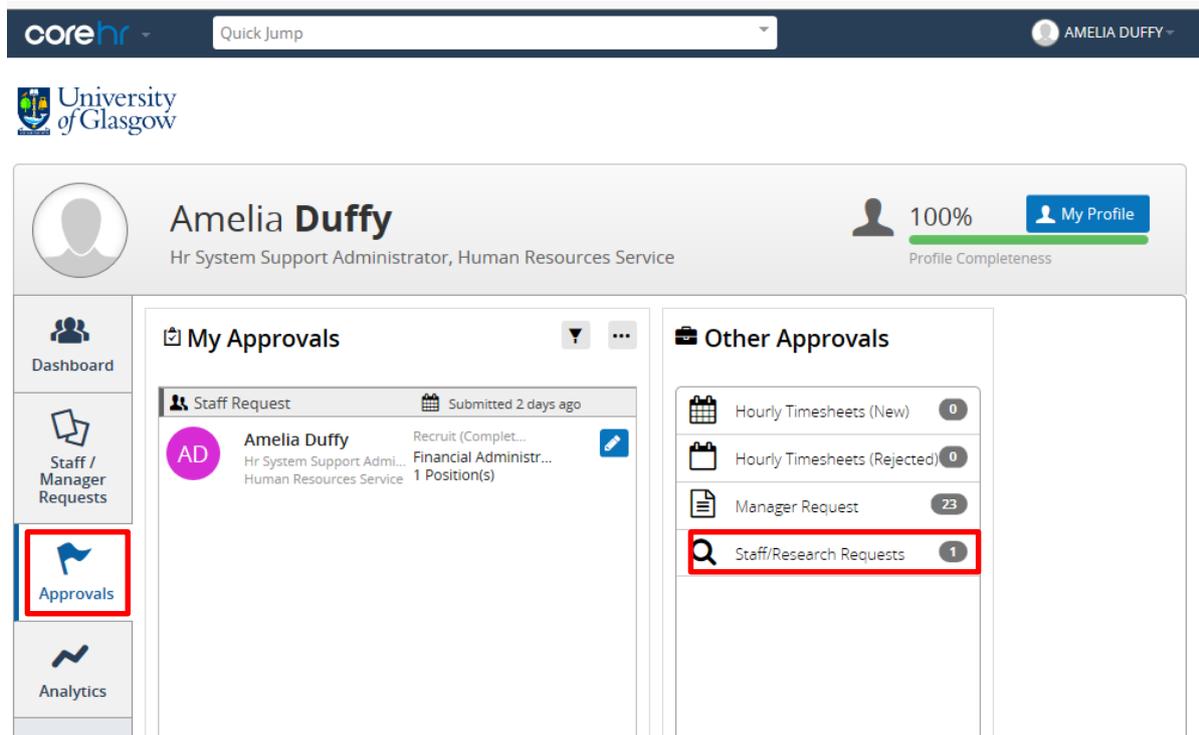
Previous

Comments are required for both Approvals and Rejections currently but this will be revised as soon as possible so that only rejections will require comments.

## Other Methods of Approving Staff Requests

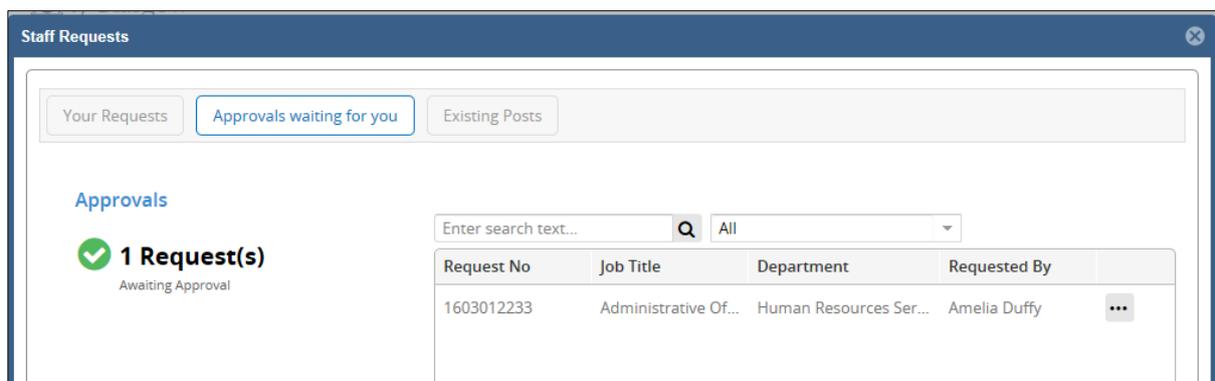
### Alternative Method One:

As mentioned previously there are other places where it is possible to approve a staff request other than from the Dashboard tab of the Manager Dashboard. If you select the Approvals tab from the Manager dashboard you will see the staff request listed under My Approvals but you will also see a counter on the right hand side beside the Staff/Manager Requests icon.



The screenshot shows the core hr dashboard for Amelia Duffy. The sidebar on the left has the 'Approvals' tab selected and highlighted with a red box. The main content area is split into two columns. The left column, 'My Approvals', shows a 'Staff Request' submitted 2 days ago for Amelia Duffy, who is a 'Recruit (Comple... Financial Administr... Human Resources Service' for '1 Position(s)'. The right column, 'Other Approvals', shows several categories: 'Hourly Timesheets (New)' (0), 'Hourly Timesheets (Rejected)' (0), 'Manager Request' (23), and 'Staff/Research Requests' (1). The 'Staff/Research Requests' counter is highlighted with a red box.

If you click this counter a new pop up window will appear, on the right hand side is a counter of all requests requiring approval and on the left hand side is a list of the requests with some basic information displayed.



The 'Staff Requests' pop-up window has a search bar at the top with the text 'Enter search text...'. Below the search bar are three tabs: 'Your Requests', 'Approvals waiting for you' (which is selected), and 'Existing Posts'. Under the 'Approvals' section, there is a green checkmark icon and the text '1 Request(s) Awaiting Approval'. To the right of this is a search dropdown menu set to 'All'. Below this is a table with the following data:

Request No	Job Title	Department	Requested By	
1603012233	Administrative Of...	Human Resources Ser...	Amelia Duffy	...

To view the full details of the request you should click on the  button and select "View Approval" it may take a few seconds but the staff request and all of its details will load for you to review. Using the bread crumbs down the left hand side you can move from section to section of the

request or alternatively you can use the “Next” button. Once you have decided to Approve or Reject the request you should select the correct action from the Drop Down options in the Summary page.

**View 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

**Approval Options**  
Approved  
Rejected

500 Characters Remaining

**Approval History**

Date	Person	Action
07-Mar-2016	Amelia Duffy	Submitted
	Department: Head Of School/Institute/Servi...	Pending

← Previous

Comments are required for both Approvals and Rejections.

### **Alternative Method Two:**

One final alternative route to staff request approval is through the Staff/Manager Requests tab by clicking on the “Staff Requests – New/Existing Requests” button.

corehr Quick Jump AMELIA DUFFY

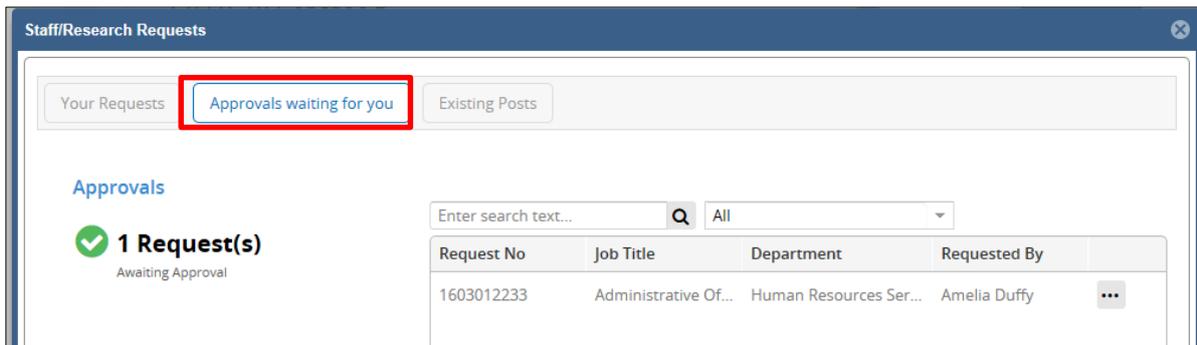
University of Glasgow

**Amelia Duffy**  
Hr System Support Administrator, Human Resources Service  
100% Profile Completeness My Profile

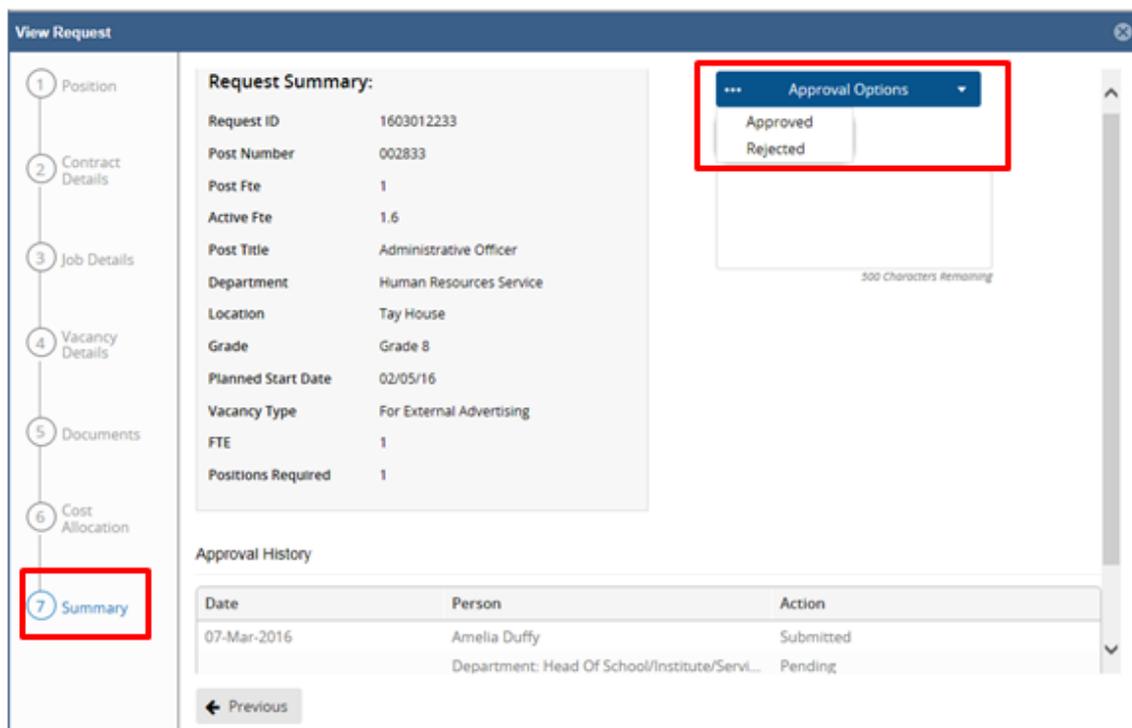
Dashboard  
**Staff / Manager Requests**  
Approvals  
Analytics

**Staff/Research Requests**  
**Staff Requests - New/Existing Requests**  
Manager Requests (changes for current staff)

A pop up box will appear and one of the options along the top of the screen will say “Approvals waiting for you”. This button will change the view in this window so that all staff requests that are waiting approval from you will display.



To view the full details of the request you should click on the  button and select “View Approval” it may take a few seconds but the staff request and all of its details will load for you to review. Using the bread crumbs down the left hand side you can move from section to section of the request or alternatively you can use the “Next” button. Once you have decided to Approve or Reject the request you should select the correct action from the Drop Down options in the Summary page.



Comments are required for both Approvals and Rejections.