



## How to complete fields within New Request screen

### Grading Approval Number

If the role is new (i.e. not a replacement), you will need to enter the **Grading Approval Number**. Otherwise, you can leave this field blank.

### Organisational Structure

The **Organisational Structure** will always be defaulted to **University of Edinburgh**. You do not need to do anything with this field.

### University

The **University** will always be defaulted to **University of Edinburgh**. You do not need to do anything with this field.

### Support Group/College

Select the appropriate Support Group or College from the **Support Group/College** pick-list. You will then be able to select the appropriate Planning Unit/School from within that support group/college. Please note that the **Planning Unit/School** pick-list will only become available once you have selected an option from the **Support Group/College** pick-list.

### Planning Unit/School and Department

Similarly, once you have selected an option from the **Planning Unit/School** pick-list, a list of departments within that planning unit/school will become available within the **Department** pick-list. Select the appropriate department.

### Location

From the **Location** pick-list, select the location at which the role will be based (where the payslip will be sent).

### Employment Type

From the **Employment Type** pick-list, select whether the vacancy is full or part time. For **Guaranteed Hours** vacancies, select **Part Time** from this pick-list.

### Employment Category

Select the appropriate employment category from the **Employment Category** pick-list. You can choose either Open Ended, Fixed Term, Guaranteed Hours or GH Summer.

### Position Type and Current/Previous Post Holder

From the **Position Type** pick-list, select whether the role is new or existing. If the role already exists, type the name of the current/previous post holder in the **Current/Previous Post Holder** field. If the role is new, please ensure that you have entered the **Grading Approval Number** (at the top of the Staff Request).

### PVG/Disclosure Check

From the **PVG Check** pick-list, select the level of check required. If no check is required, select **Disclosure Is Not Required** from the list.

### Personal Job Title

In the **Personal Job Title** field, enter the job title of the vacancy.

### Advert Text

In the **Advert Text** field, type your advert text. Guidance on writing an advert can be found at:

<http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruiters-guide/advertising>



## Further Particulars

In the **Further Particulars** box, you will see a number of headings. These are the headings generally used within Further Particulars (job description, person specification, candidate information) and are here to remind you of the sections that you might wish to include for your vacancy. You can type text under the headings that you wish to use (and delete headings that you do not require) but it is recommended that you copy and paste text from a Word document. A Further Particulars template is available at: <http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruiters-guide/further-particulars>

Please note that if your vacancy is not to be advertised, you can either leave the headings in or delete the headings and leave the field blank.

## Vacancy Reason

From the **Vacancy Reason** pick-list, select the reason the vacancy has arisen.

## Grade

Select the appropriate grade from the **Grade** pick-list.

## Date Fields within the Staff Request

Date fields within the Staff Request must be completed in the format **DD/MM/YY**. You can either type the dates directly into the field or click on the **calendar** icon to the right of the field and select the correct date from the calendar (which will pop up when you click on the icon).

## Request Date and Planned Start Date

Enter the **Request Date** (usually the date you are raising the Staff Request) and **Planned Start Date** (the approximate date that you would intend a successful candidate to start).

## Fixed Term End Date, Fixed Term Duration and Fixed Term Reason

If the role is fixed-term, you will also need to enter the proposed **Fixed Term End Date**, **Fixed Term Duration** (just enter the number of months that the fixed-term contract will be for – there is no need to enter the word ‘months’ here) and select the appropriate reason from the **Fixed Term Reason** pick-list.

For further details regarding reasons for use of Fixed Term contracts, please see:

<http://www.ed.ac.uk/schools-departments/human-resources/policies-guidance/conditions-service>

## PRG Check Required? And PRG Number

From the **PRG Check Required?** pick-list, select whether or not the post required PRG approval. If you select **Yes**, you will also need to complete the **PRG Number** field (further down the Staff Request).

**NB:** PRG stands for Post Review Group, (no longer active). YES should only be entered if a local process in the Department uses this field for monitoring. Your Department will advise if this applicable.

## Hours

Within the **Hours** field, enter the number of hours that the successful candidate will be required to work each week.

Full time hours for the various types of contracts are as follows:

35 Hours - Applicable contract types - AC, AM, TR1, UE

36 Hours - Applicable contract types - MC

39 Hours - Applicable contract types - MA

40 Hours - Applicable contract types - ACN, ACN2, ACT, AMN, AMN2, AMT, AM3A, AM3B

For **Guaranteed Hours** or **GH Summer** vacancies, enter **0** in the **Hours** field.

## Positions Required

Within the **Positions Required** field, specify the number of people to be appointed to the vacancy (whereas with the previous system you were required to raise a separate ATR for each vacancy even if they were identical, you now just need to stipulate at this point how many people can be appointed).

**NB:** After the Staff Request is approved, it is not possible to increase/ decrease the number of positions required.



## Honorary Contract and Clinical Access

This only applies to **College of Medicine and Veterinary Medicine (CMVM)**

If your area is **CMVM**, you must complete the **Honorary Contract** and **Clinical Access** fields. If **Honorary Contract** and **Clinical Access** are not applicable AND your staff request is in **CMVM**, then you must choose **Not Applicable** from the drop down list.

## Advertising Requirements

Select the appropriate option from the **Advertising Requirements** pick-list. If your vacancy is not to be advertised, select either **Post is 6 months or less Ad not required** or **Post is not required to be advertised** (whichever applies most closely to your vacancy).

If **Post is Required to be Advertised** is selected, it will not be possible to submit the staff request until the advert text and the further particulars have been entered.

If **Post is 6 months or less Ad not required** or **Post is not required to be advertised is selected**, it will be possible to submit the staff request if the advert text and the further particulars have not been entered.

Guidance on advertising can be found at:

<http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruiters-guide/advertising>

## Application Form

In this field, you can specify the number of referees required from each applicant.

From the **Application Form** pick-list, select the application form that you wish the applicants for your vacancy to complete (depending upon the number of references that you require for each candidate).

**UoE Application Form 2 Ref** if you wish each applicant to provide details of **2 referees**

**UoE Application Form 3 Ref** if you wish each applicant to provide details of **3 referees**

**UoE Application Form 4 Ref** if you wish each applicant to provide details of **4 referees**

**UoE Application Form 5 Ref** if you wish each applicant to provide details of **5 referees**

Click on the **Save** button at the bottom of the Staff Request (if any mandatory fields have not been completed, you will be notified at this stage) and then **OK**.

The second part of the Staff Request will then appear further down the screen. Scroll down, and complete each field as appropriate.