



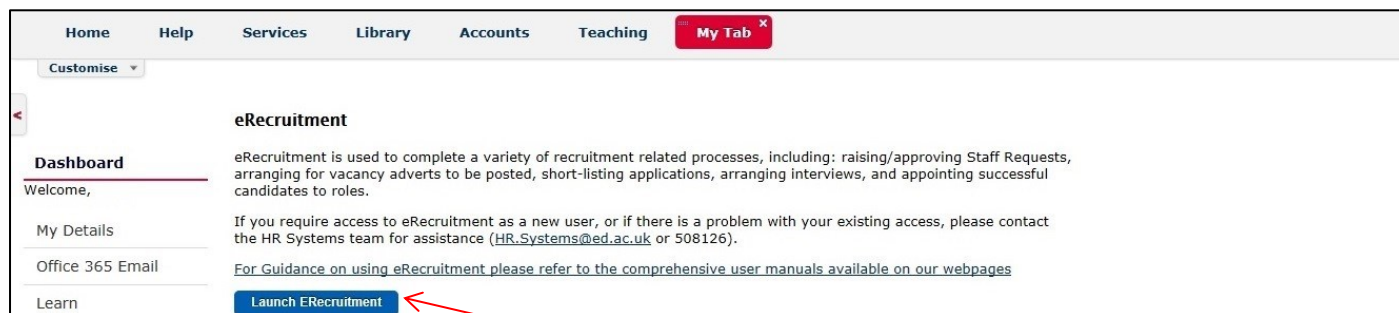
eRecruitment

Originator User Manual

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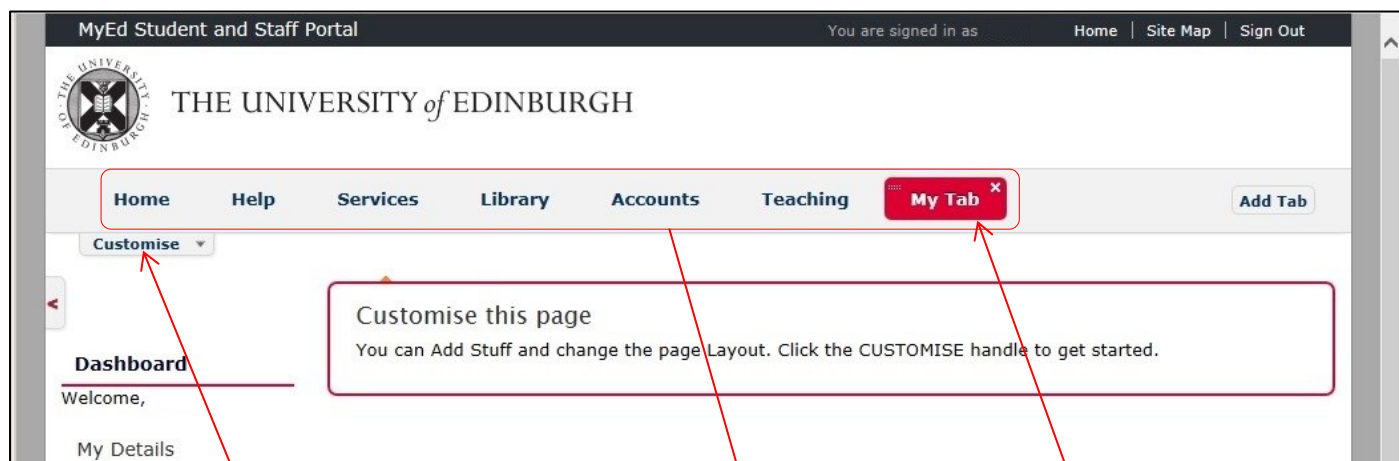
How to access the eRecruitment system

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.

If you are unable to locate eRecruitment in MyEd, you can add the eRecruitment channel.

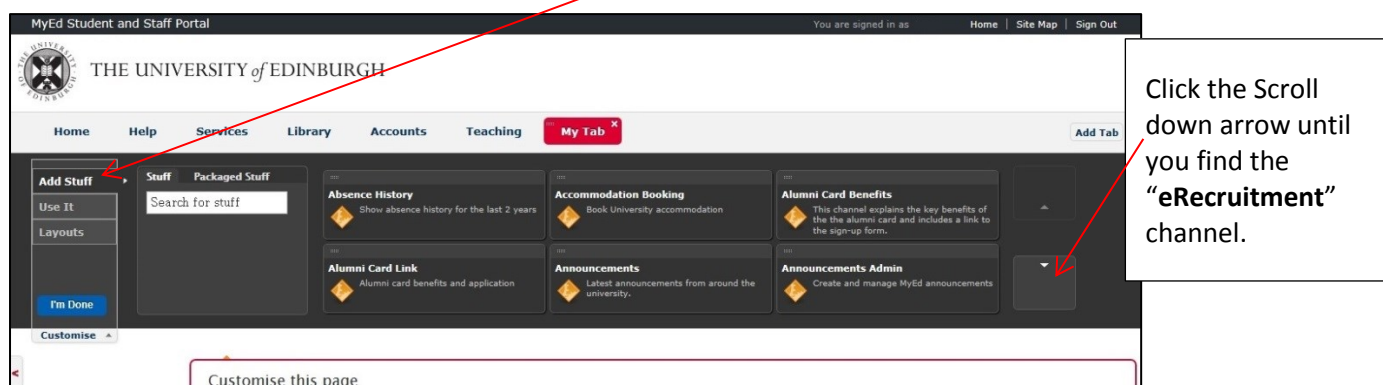


1. Click on a Tab

2. **"My Tab"** has been clicked on.
(NB: To indicate it has been clicked on, the tab background colour is red.)

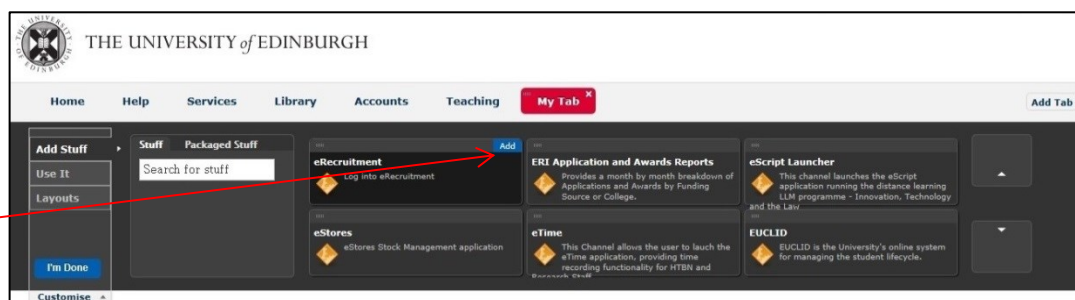
3. Click on **Customise**

A drop down panel will open, which will allow you to **"Add Stuff"**

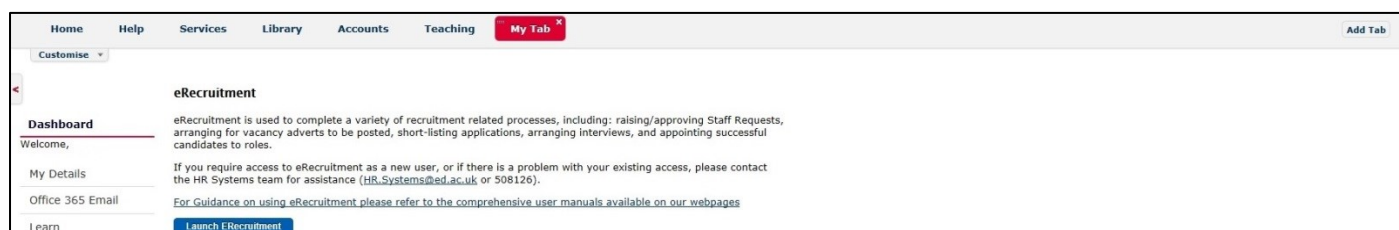




Hover your mouse over the “eRecruitment” channel and then click on **Add**



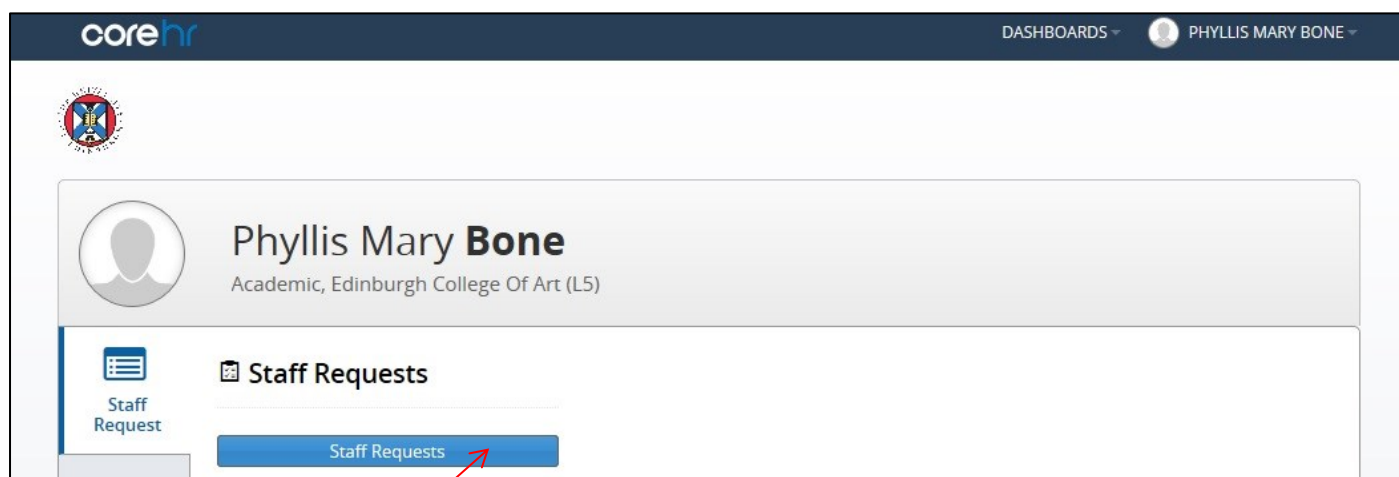
This will add the “eRecruitment” channel into your “My Tab” space.



This is available in video tutorial, called “Customising your layout” and can be viewed at:

<http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/myed-portal/using-myed>

When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:

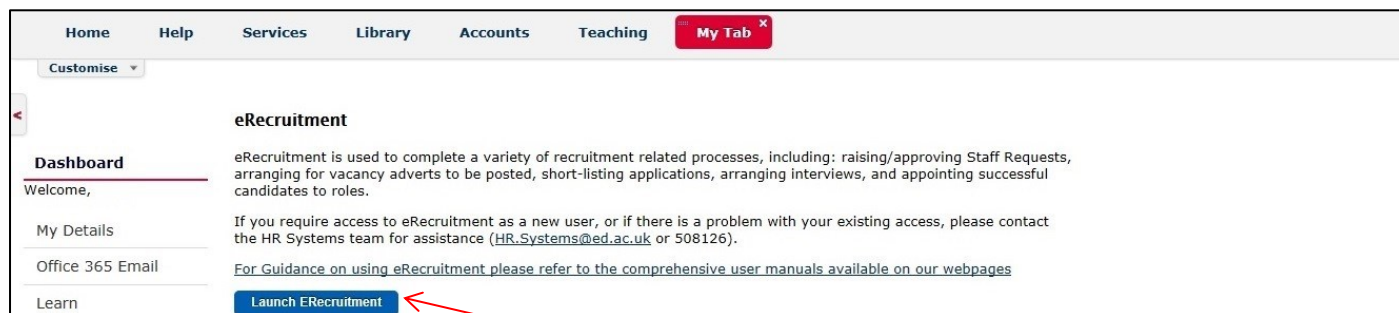


Click on the **Staff Requests** button.

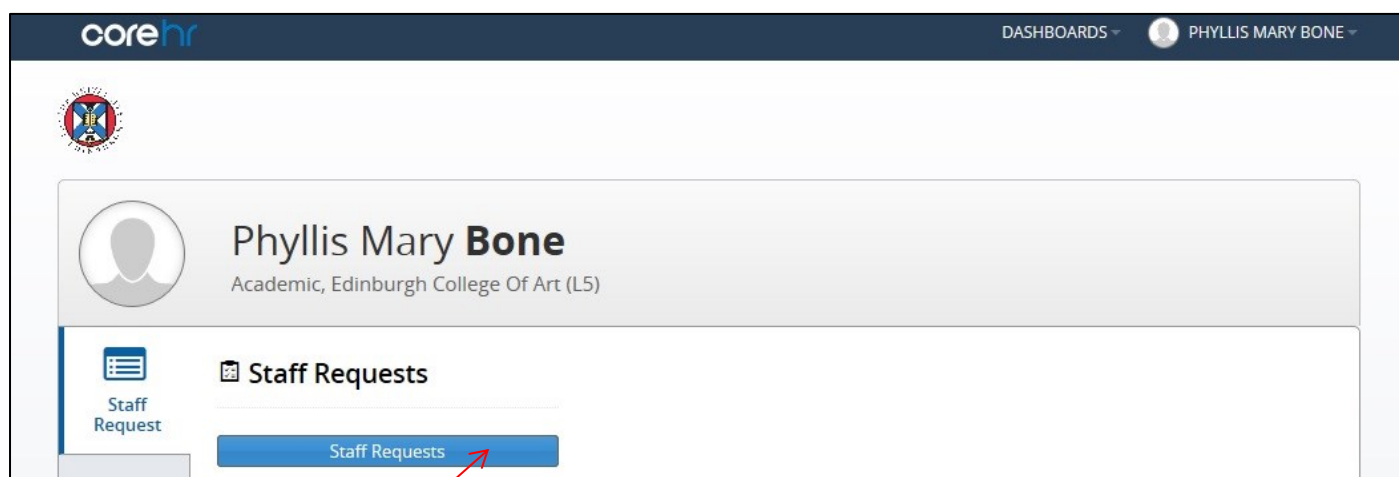


How to create a new Staff Request

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



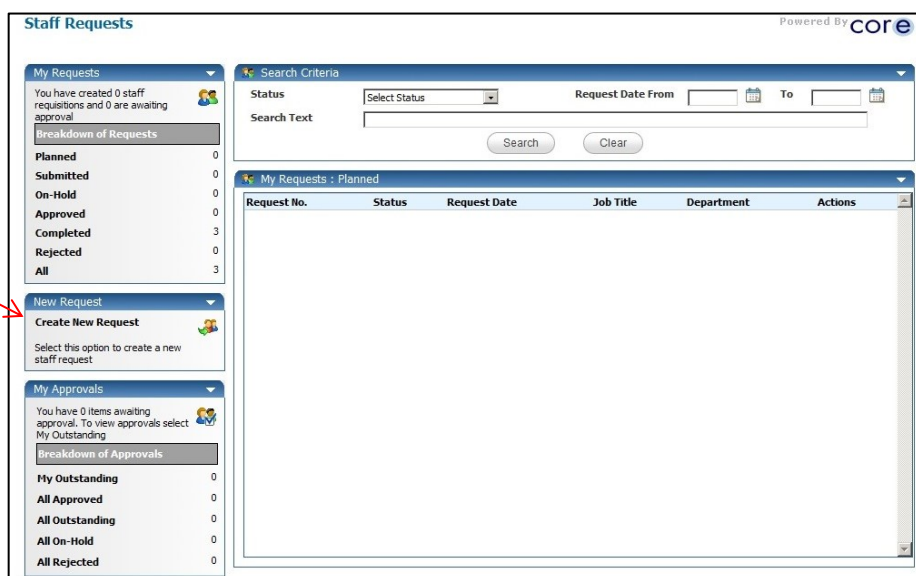
Click on the **Launch eRecruitment** button.



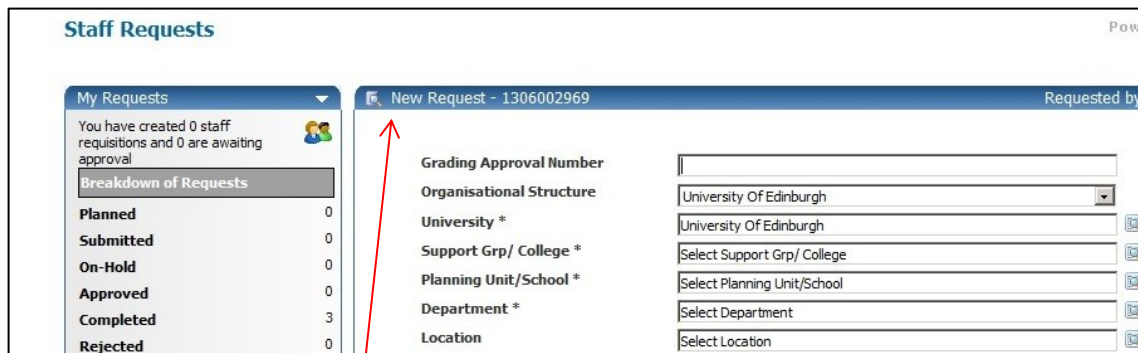
Click on the **Staff Requests** button.

An additional window will open.

Click on **Create New Request**



A new Staff Request will open.



The system issues a unique Staff Request (**New Request**) number for each Staff Request raised.

NB: It may be useful to take a note of this to identify your Staff Request at a later stage.

Complete each field of the Staff Request as appropriate. Please note that all fields marked with a [*] are mandatory and must be completed in order to save and submit the Request for approval.

Please note that some of the details entered on the Staff Request will feed through to the vacancy advert.

Some of the fields within the Staff Request require you to select an item from a pick-list.

To do this, click on the **magnifying glass** icon.



Type the name (or part of the name) of the option you are looking for into the **Search box**

Then click on the magnifying glass

Alternatively, you can choose from a list if this is populated.



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**

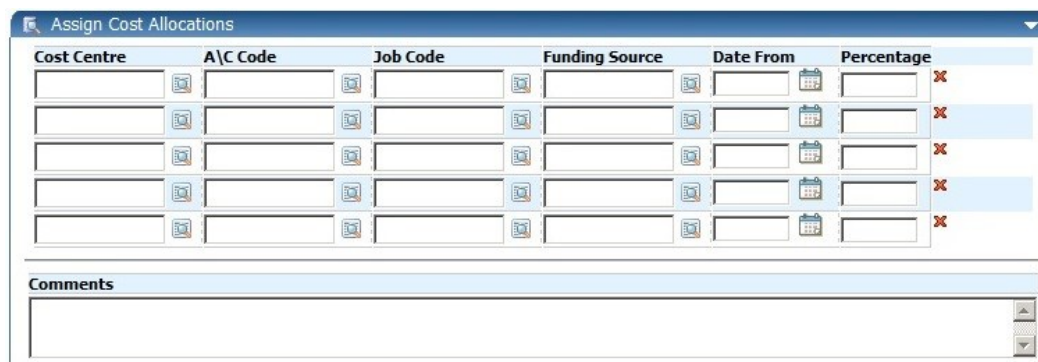
Click on the **Save** button at the bottom of the Staff Request (if any mandatory fields have not been completed, you will be notified at this stage) and then **OK**.

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

How to complete fields within Assign Cost Allocations section

Within the **Assign Cost Allocations** box, enter the appropriate details relating to where the successful candidate's salary will be charged to. You must complete each of the fields in this section.

NB: You do not need to enter anything in the **Comments** box within the **Assign Cost Allocations** section.



Cost Centre	A\C Code	Job Code	Funding Source	Date From	Percentage

Comments

Account Code guidance can be accessed via the Financial Policies and Guidance wiki:

<https://www.wiki.ed.ac.uk/display/Finance/Financial+Policies+and+Guidance>

A direct link to "CODING STAFF COSTS – ACCOUNT CODES" guidance is:

<https://www.wiki.ed.ac.uk/pages/viewpage.action?title=Financial+Policies+and+Guidance&spaceKey=Finance&previous=55315483/286329101/Staff%20Costs%20account%20guidance%20160915.pdf>

To select a cost centre (as with the **Cost Centre** field in the first part of the Staff Request) click on the **magnifying glass** icon and then type the cost centre (or letters/numbers contained in the cost centre) in the **Search** box. You will need to enter at least 2 numbers/letters in order for appropriate items to display. Next, click on the small **magnifying glass** to the right of the **Search** box and a list of cost centres containing the numbers/letters you entered will display. Select the correct cost centre.

You will need to do the same to complete the **A\C Code**, **Job Code** (once you have clicked on the magnifying glass icon you will need to wait for the box to display **Select Job Code** (at the top) before typing anything in the **Search** box), and **Funding Source** fields.

Funding Source is the funding source/body that the employee's salary will be charged to.

The following rules should be applied when completing this field:

- Job Code = Snnnnn (i.e. S00001) then always use funding code UNIVERSITY OF EDINBURGH
- Job Code = Bnnnnn (i.e. B00001) then always use funding code DEPARTMENTAL INCOME
- Job Code = Gnnnnn (i.e. G00001) then always use funding code DEPARTMENTAL FUNDS
- Job Code = Dnnnnn then always use funding code DEPARTMENTAL DONATIONS
- Job Code = Ennnnn then always use funding code ENDOWMENT
- For all other Job Codes (beginning R etc) please select the funding source/body from the pick list.

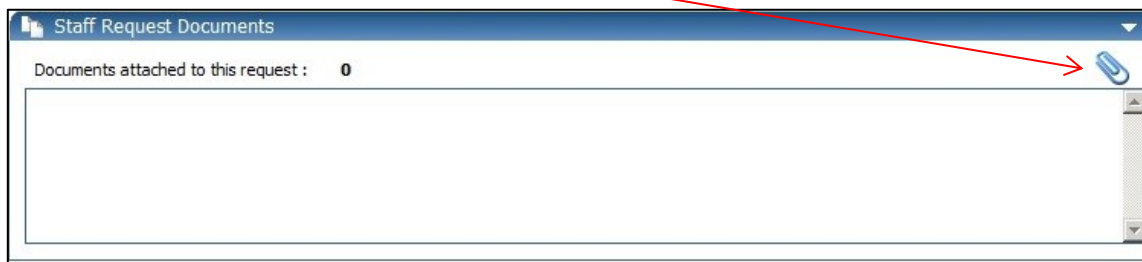
In the **Date From** field, enter today's date (the date on which you are raising the Staff Request). Again, dates should be entered in the format **DD/MM/YY**. Alternatively, you can click on the **calendar** icon and then select the correct date.

It is possible to split the salary cost allocations but you will need to ensure that figures entered in the **Percentage** column add up to **100**.

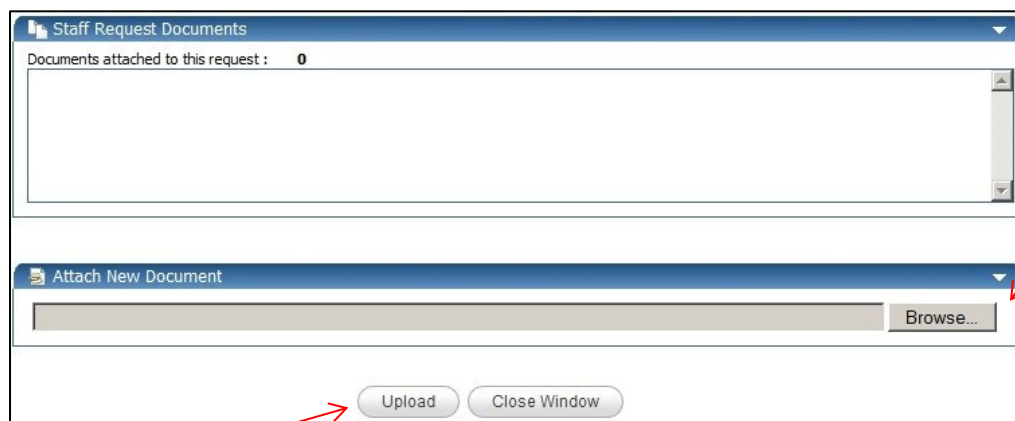
How to attach a document to a Staff Request

The **Staff Request Documents** section can be used to upload any appropriate documents. Approvers and HR will be able to view these documents when they approve/authorise the vacancy.

To attach a document, click on the blue **paperclip** icon within the **Staff Request Documents** box.

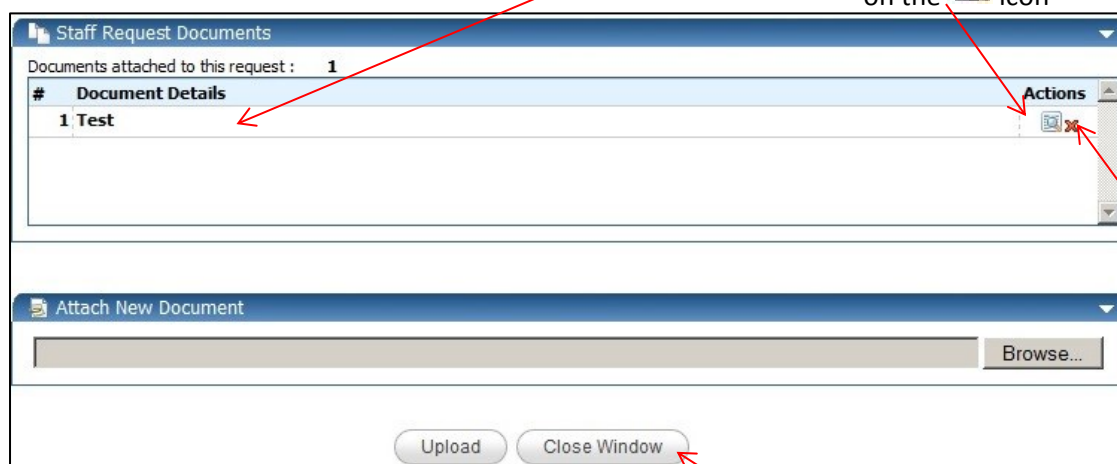



A separate window will open.




Click **Browse**, find and select your document and then click **Open**.

Click **Upload** and details of your document will appear in the **Staff Request Documents** section of the screen once the upload has taken place.



To view your document, click on the  icon

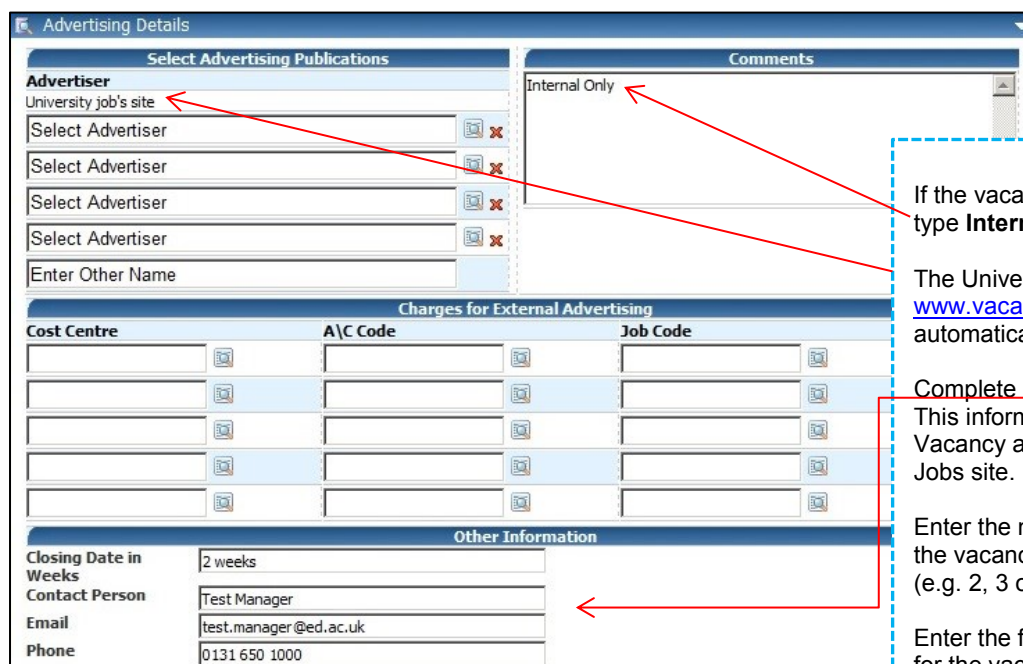
To delete your document, click on the  icon

To continue with the rest of the Staff request, click on the **Close Window** button

How to complete fields within Advertising Details section

If your vacancy is not to be advertised at all, you do not need to do anything within the **Advertising Details** section.

Internal Vacancies - Advertising Details



Advertising Details

Select Advertising Publications

Advertiser
 University job's site
 Select Advertiser
 Select Advertiser
 Select Advertiser
 Select Advertiser
 Enter Other Name

Comments
 Internal Only

Charges for External Advertising

Cost Centre	A\C Code	Job Code

Other Information

Closing Date in Weeks: 2 weeks
 Contact Person: Test Manager
 Email: test.manager@ed.ac.uk
 Phone: 0131 650 1000

If the vacancy is for **Internal applicants**, type **Internal Only** in the comments box

The University's Jobs site www.vacancies.ed.ac.uk is chosen automatically by default.

Complete the **Other Information** section
 This information will feed directly to the Vacancy and will show on the University's Jobs site.

Enter the number of weeks that you require the vacancy to be advertised (e.g. 2, 3 or 4 weeks).

Enter the full name of the contact person for the vacancy, their email address and their full phone number (not just extension number).

NB: Details of the Contact Person may be passed to applicants.

External Vacancies - Advertising Details

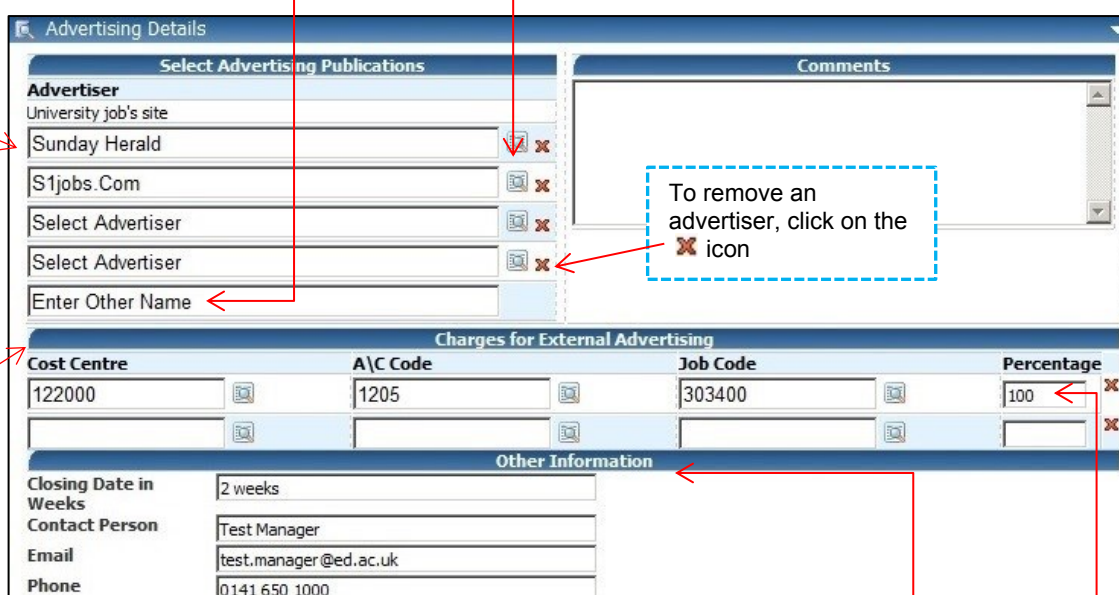
If the vacancy is for **External and Internal applicants**

The University's Jobs site www.vacancies.ed.ac.uk is chosen automatically by default.

A vacancy can be advertised by an external source.

Choose from a list by clicking on the  icon. You can choose more than one external source.

If you cannot find the external source on the list, then type the **name in this field**



Advertising Details

Select Advertising Publications

Advertiser

University job's site

Sunday Herald


S1jobs.Com

Select Advertiser

Select Advertiser

Enter Other Name

Comments

To remove an advertiser, click on the  icon

Charges for External Advertising

Cost Centre	A/C Code	Job Code	Percentage
122000	1205	303400	100

Other Information

Closing Date in Weeks: 2 weeks

Contact Person: Test Manager

Email: test.manager@ed.ac.uk

Phone: 0141 650 1000

Advertising Details - Charges for External Advertising

Click on the  icon to search for the correct **Cost Centre**, **A/C Code** and **Job Code** details.

The system will ensure that figures within the **Percentage** column add up to **100** in order to save and submit the Staff Request.

To remove a line of charge detail, click on the red **X** to the right of the row you wish to remove.

Complete the **Other Information** section

This information will feed directly to the Vacancy and will show on the University's Jobs site.

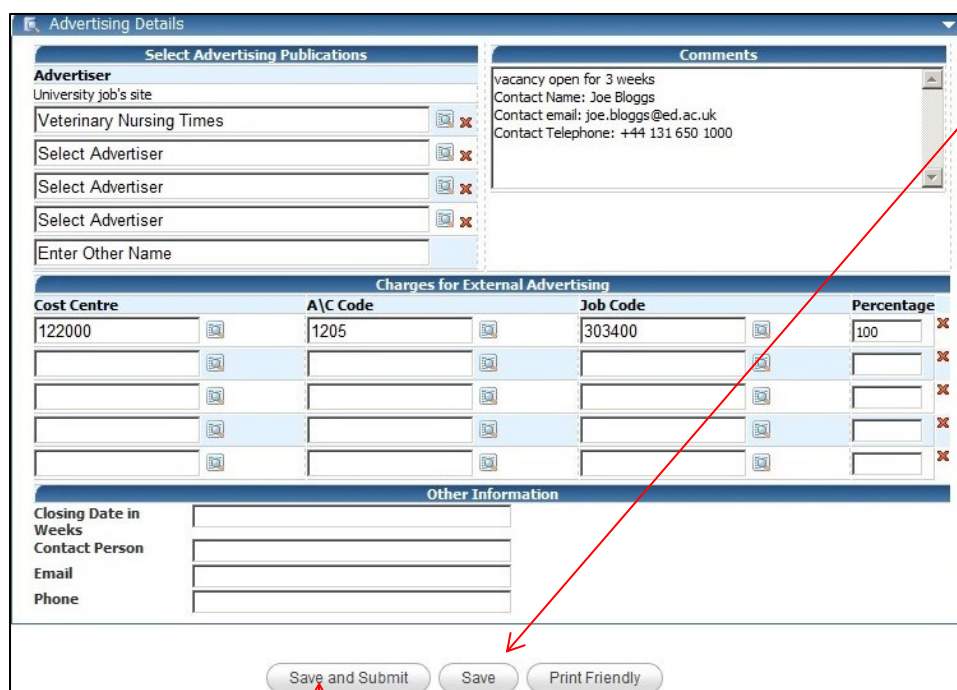
Enter the number of weeks that you require the vacancy to be advertised (e.g. 2, 3 or 4 weeks).

Enter the full name of the contact person for the vacancy, their email address and their full phone number (not just extension number).

NB: Details of the Contact Person may be passed to applicants.

How to submit a completed Staff Request

When you have entered all the details for the request, you can either save the staff request and return to this in the future. Alternatively, you can save your staff request and submit this at the same time.



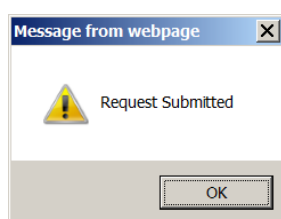
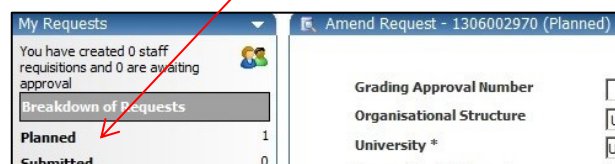
If you click on the **Save** button, then click the **OK** button on the confirmation message



Then you are returned to the top of the page.

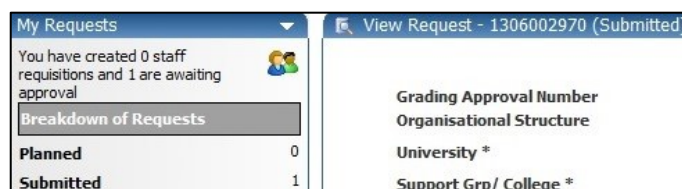
Your staff request is then held in your **Planned** requests until it is submitted.

If you click on the **Save and Submit** button, then click the **OK** button on the confirmation message

My Requests	
You have created 0 staff requisitions and 0 are awaiting approval	
Breakdown of Requests	
Planned	1
Submitted	0

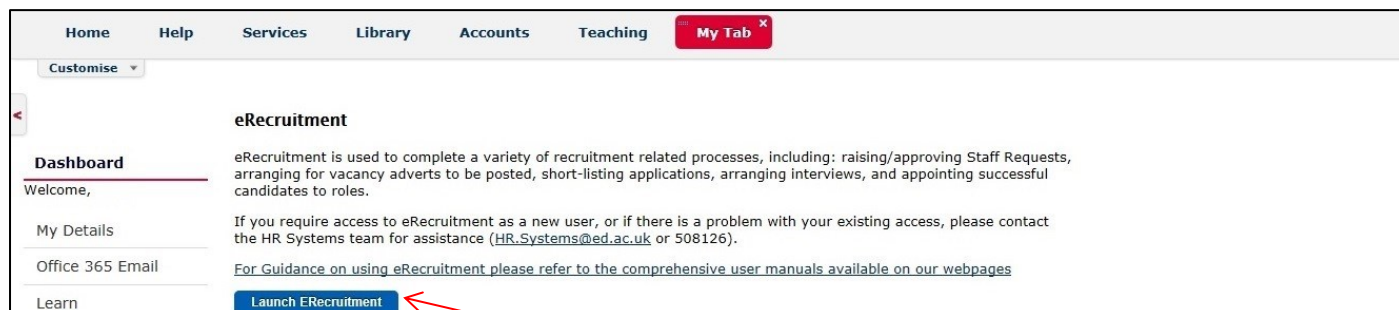
Your staff request is now sent to the approver and will move from your planned requests to your **Submitted** requests.



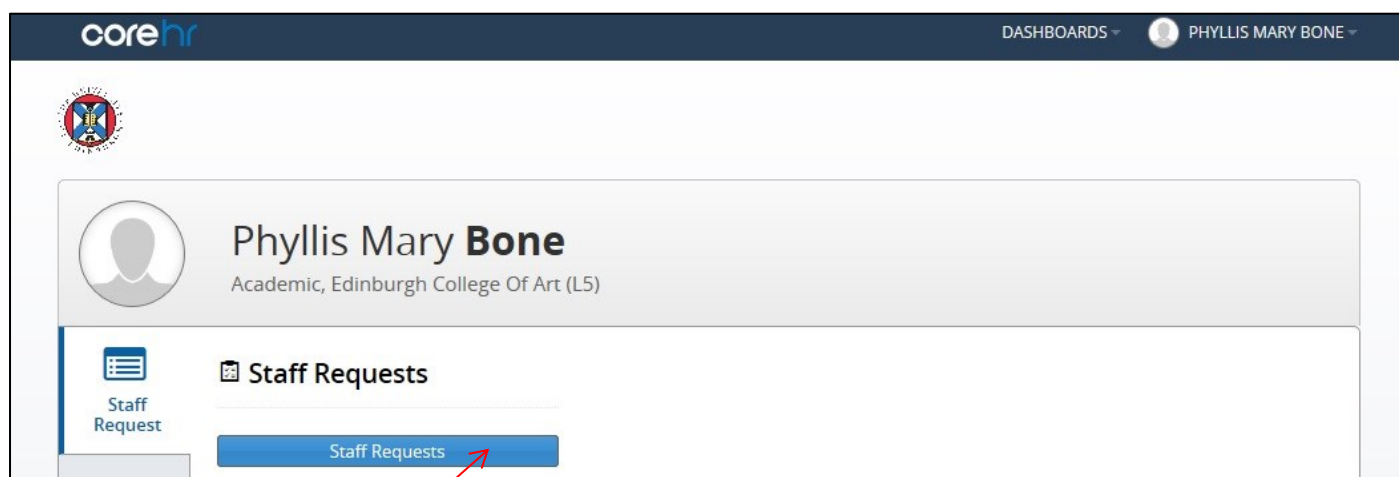
My Requests	
You have created 0 staff requisitions and 1 are awaiting approval	
Breakdown of Requests	
Planned	0
Submitted	1

How to access a Staff Request once it has been saved or submitted

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.

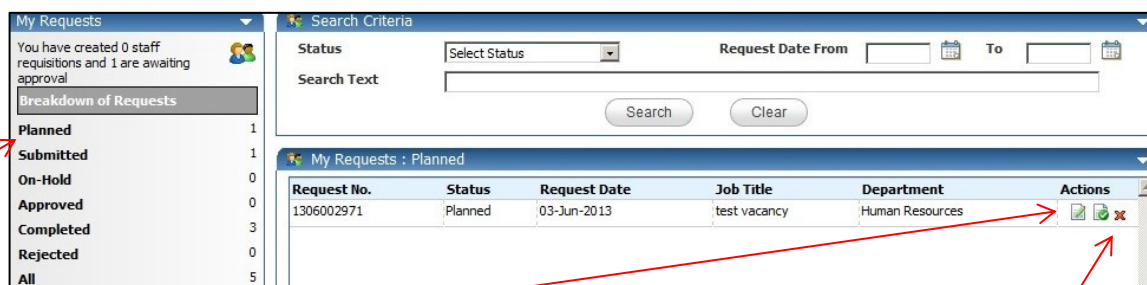



Click on the **Staff Requests** button.


The default screen will be **My Requests: Planned**

If you have any staff requests that have been started and not yet submitted, then they will show in this screen

If for any reason these do not display automatically, click on **Planned**



To view / edit your staff request, click the  icon. The Staff Request will then open and you will be able to view/ edit as required.

To delete a Staff Request which is partially completed or yet to be submitted, then click the  icon.

Click **OK** and then **OK** again.



How to view a submitted but not yet approved Staff Request

Once a Staff Request has been submitted, a system generated email is sent to the 1st Approver advising a staff request requires their approval.

Once the 1st Approver has approved the Staff Request, a system generated email is sent to the 2nd Approver, advising a staff request requires their approval.

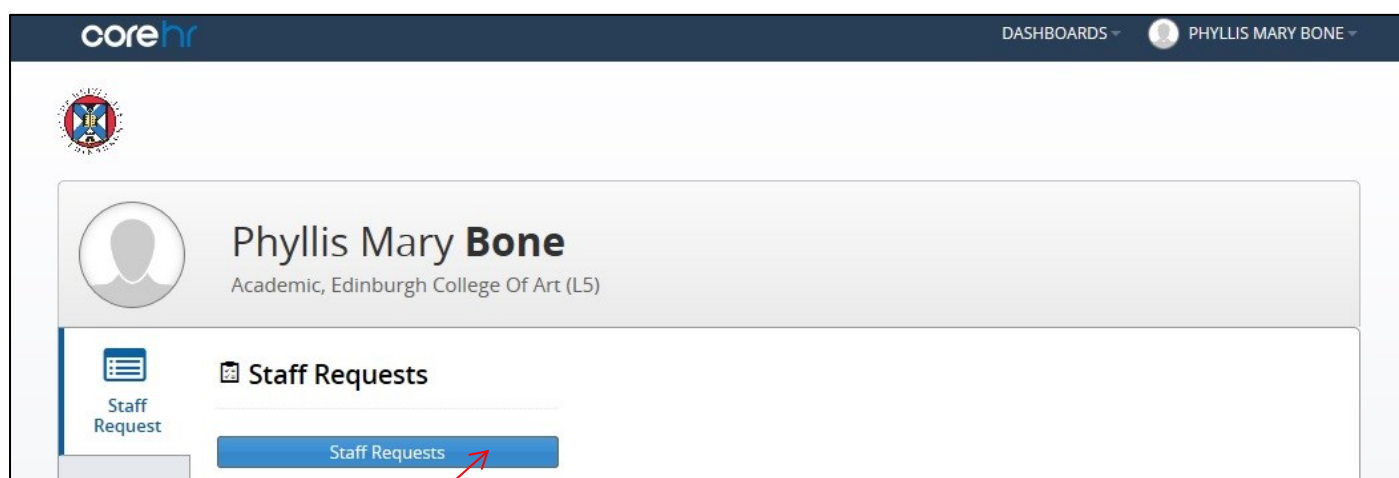
After a Staff Request has been approved by both Approvers, the Originator will receive a system generated email advising the request is approved and Local HR will contact the Originator with a Vacancy ID number. Similarly, if an Approver rejects the Request, the Originator will receive a system generated email advising request has been denied.

It is possible to view but not edit a submitted Staff Request. If you want to edit a Staff Request, it would be best to make a copy of the request. Edit the copied request and then submit.

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.

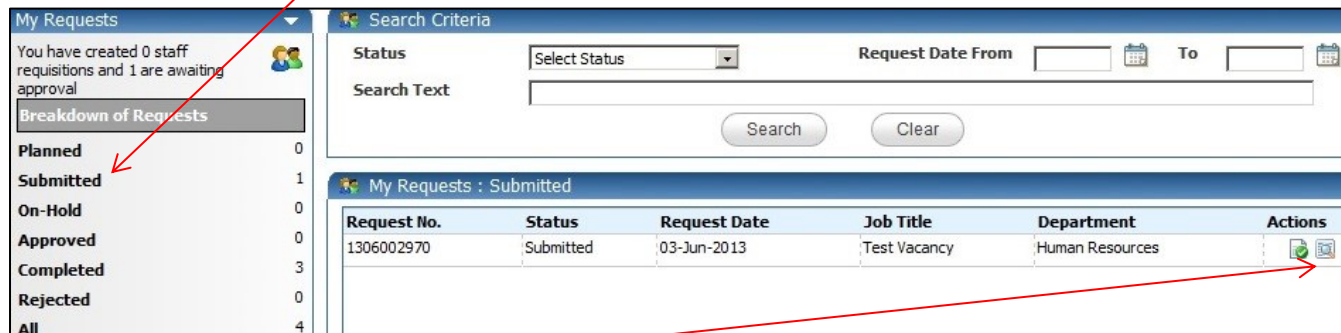


Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.

Click on **Submitted**



My Requests

You have created 0 staff requisitions and 1 are awaiting approval

Breakdown of Requests


Planned	0
Submitted	1
On-Hold	0
Approved	0
Completed	3
Rejected	0
All	4

Search Criteria

Status: Request Date From: To:

Search Text:

My Requests : Submitted

Request No.	Status	Request Date	Job Title	Department	Actions
1306002970	Submitted	03-Jun-2013	Test Vacancy	Human Resources	

Click on the  icon

Scroll to the bottom of the request where you will find the Approval History section.

Within this section, the Originator can view comments and check where the Staff Request is in the approval process.

You can see in this example, the 1st Level Approver has not yet approved.

Approval History (Submitted)			
Status	Action By	Date/Time	Comments
Submitted	The Originator	03-Jun-2013 02:15:53	
Pending	Department: 1st Approver		

In this example, the 1st Level and 2nd Level approval has been completed.

Approval History (Approved)			
Status	Action By	Date/Time	Comments
Submitted	ORIGINATOR	15-Jun-2016 03:13:06	
Approved	1st LEVEL APPROVER	15-Jun-2016 03:17:27	
Approved	2nd LEVEL APPROVER	26-Jul-2016 11:13:06	This has been approved by the 2nd Level approver

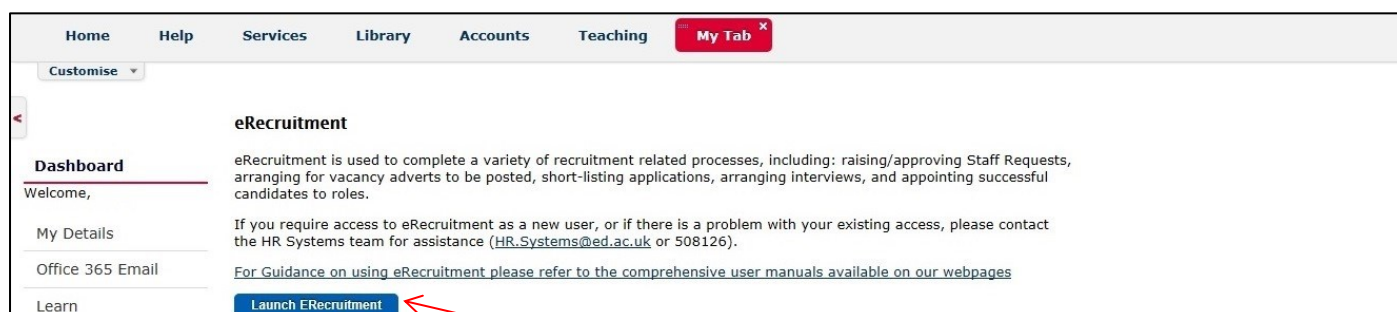
How to verify if a Staff Request has been converted to a Vacancy

After a Staff Request has been approved by both the 1st and 2nd level approvers, the Originator will receive a system generated email to advise the staff request has been approved.

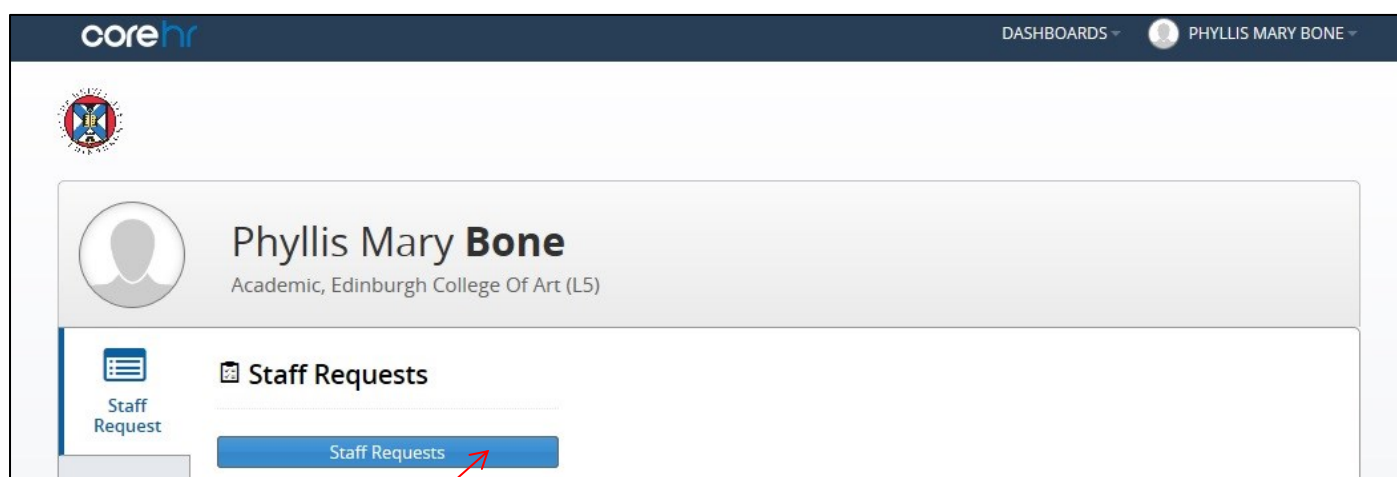
The HR Systems will then create the Vacancy Reference number. After the Vacancy Reference number has been created, a system generated email is sent to Local HR, advising the Vacancy has been created. The Local HR team will scrutinise the request and then advise the Originator of the Vacancy Reference number. This may take 2-3 working days.

The Originator can also view the progress to see if the Staff Request has been converted to a vacancy.

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.



My Requests
You have created 0 staff requisitions and 0 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	0
On-Hold	0
Approved	0
Completed	4
Rejected	0
All	4

Search Criteria


Status: Request Date From: To:

Search Text:

My Requests : Complete

Request No.	Status	Request Date	Job Title	Department	Actions
1304002752	Complete	18-Apr-2013	HR System Assistant	Dcc	
1304002735	Complete	25-Apr-2013	HR System Assistant	Human Resources	
1305002791	Complete	01-May-2013	Test Vacancy	Human Resources	
1306002970	Complete	03-Jun-2013	Test Vacancy	Human Resources	

Click on Completed

Then click on the  icon.

The Staff Request will open.

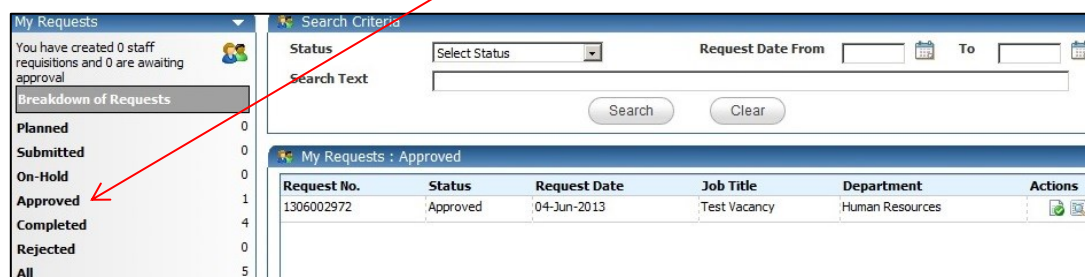
Scroll to the bottom of the Staff Request and you can view the Approval History.

If the Approval History is showing **Complete**, it means the staff request has been approved and the Vacancy ID has been created.

Approval History (Complete)

Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	03-Jun-2013 02:15:53	
Approved	1ST APPROVER	03-Jun-2013 04:35:48	
Approved	2ND APPROVER	03-Jun-2013 04:36:42	

If your Staff Request is sitting in the **My Requests: Approved**, this would indicate the Staff Request has been approved, but the Vacancy ID has not been created.



My Requests
You have created 0 staff requisitions and 0 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	0
On-Hold	0
Approved	1
Completed	4
Rejected	0
All	5

Search Criteria

Status: Request Date From: To:

Search Text:

My Requests : Approved

Request No.	Status	Request Date	Job Title	Department	Actions
1306002972	Approved	04-Jun-2013	Test Vacancy	Human Resources	

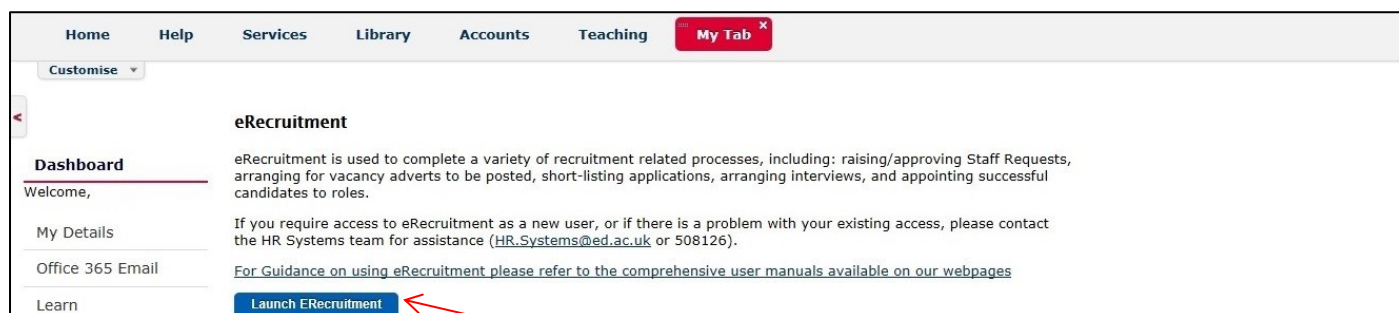


How to view when and why a Staff Request has been rejected

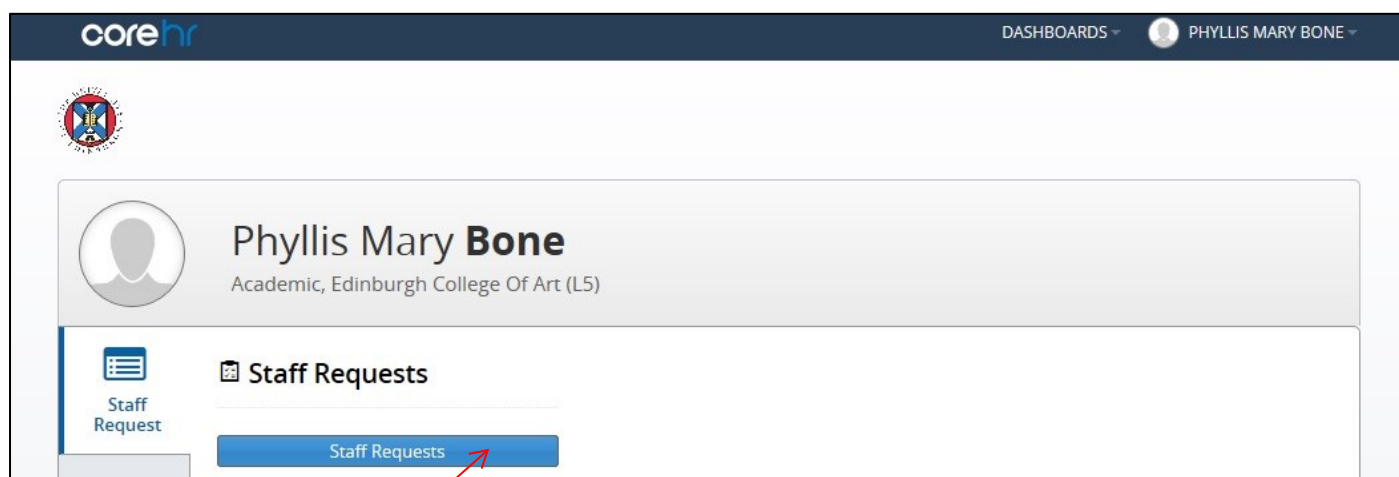
If a Staff Request is rejected, the Originator will be sent a system generated email advising the Staff Request has not been approved.

To view the rejected Staff Request:

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.

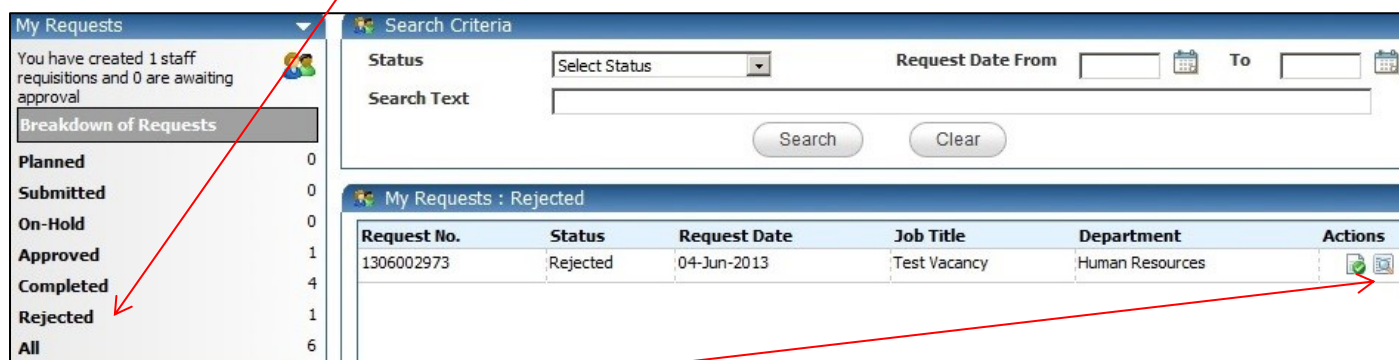



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.

Click on **My Requests: Rejected** to view the rejected vacancy.



Then click on the  icon.

The rejected staff request will open.

Scroll to the bottom to see which approver rejected the request and what the reason was.

Approval History (Rejected)			
Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 11:24:41	
Approved	1ST APPROVER	04-Jun-2013 11:32:50	
Rejected	2ND APPROVER	04-Jun-2013 11:33:23	change cost code

The status shows rejected

Which Approver rejected

Why it was rejected

If an Approver has rejected a Staff Request and has provided feedback on required amendments, the Originator can copy the rejected Staff Request, then amend the copied staff request and submit. The rejected staff request would just stay in the **My Requests: Rejected** section for historical purposes.

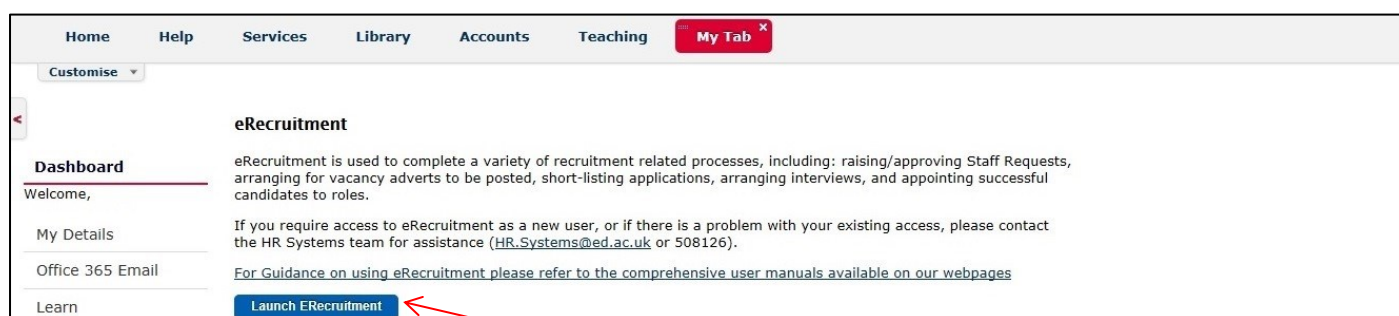


My Requests : Rejected			
Request No.	Status	Request Date	Job Title
1306002973	Rejected	04-Jun-2013	Test Vacancy

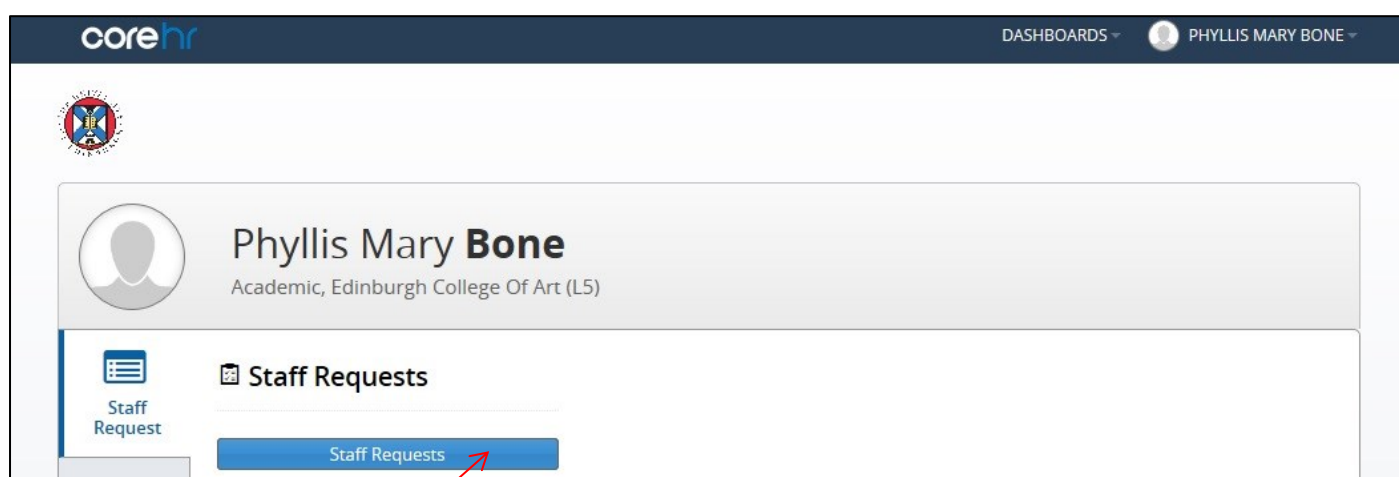
How to search for a specific Staff Request

You can use the Search Criteria box at the top of the screen to find a particular Staff Request or category of Staff Requests if you know which status they fall under.

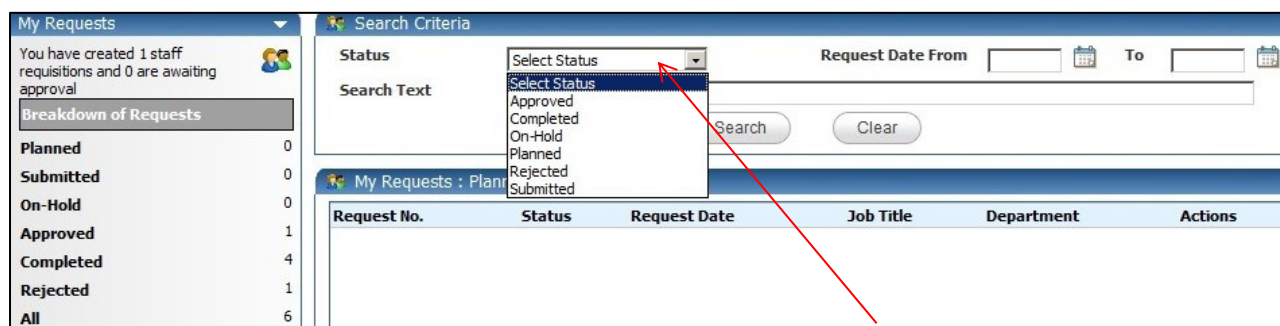
Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.

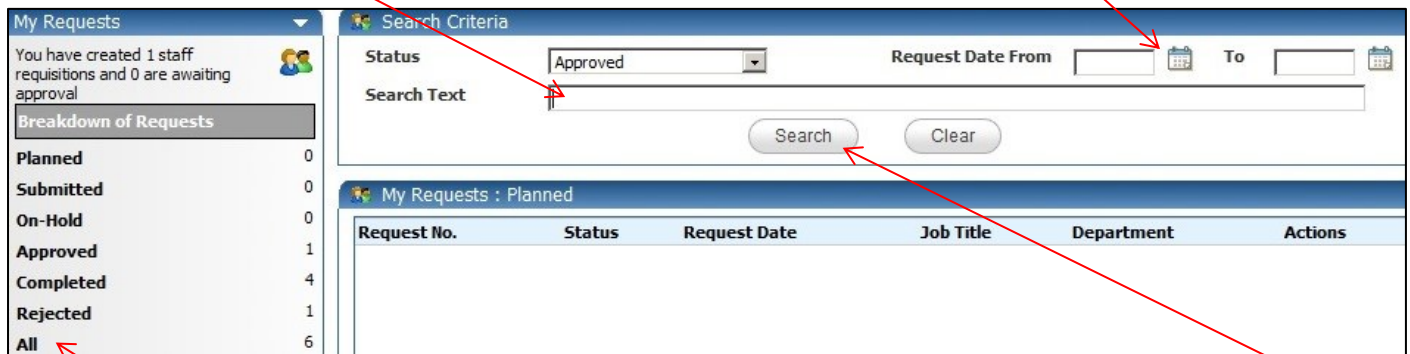


Select a status from the drop down list

You must always select a status in order to use the **Search Criteria** facility.

After the status is selected, you can search by keyword. If you know the Staff Request number, type this in the **Search Text** box.

As well as using keyword search, you can search by using a date range. Type the date in dd/mm/yy format, or click the icon to pick from the calendar.



My Requests
You have created 1 staff requisitions and 0 are awaiting approval

Breakdown of Requests

Status	Count
Planned	0
Submitted	0
On-Hold	0
Approved	1
Completed	4
Rejected	1
All	6

Search Criteria

Status: Request Date From: To:

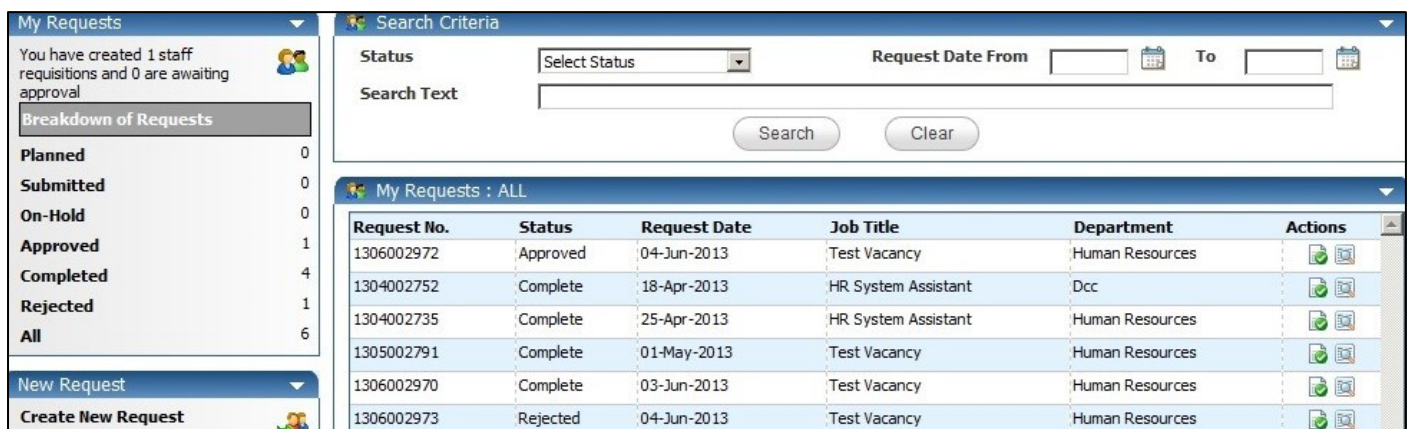
Search Text:

My Requests : Planned

Request No.	Status	Request Date	Job Title	Department	Actions

Once you have entered your search criteria, click Search.

Alternatively, click on **All**.



My Requests
You have created 1 staff requisitions and 0 are awaiting approval

Breakdown of Requests







Status	Count
Planned	0
Submitted	0
On-Hold	0
Approved	1
Completed	4
Rejected	1
All	6

Search Criteria


Status: Request Date From: To:

Search Text:

My Requests : ALL

Request No.	Status	Request Date	Job Title	Department	Actions
1306002972	Approved	04-Jun-2013	Test Vacancy	Human Resources	
1304002752	Complete	18-Apr-2013	HR System Assistant	Dcc	
1304002735	Complete	25-Apr-2013	HR System Assistant	Human Resources	
1305002791	Complete	01-May-2013	Test Vacancy	Human Resources	
1306002970	Complete	03-Jun-2013	Test Vacancy	Human Resources	
1306002973	Rejected	04-Jun-2013	Test Vacancy	Human Resources	

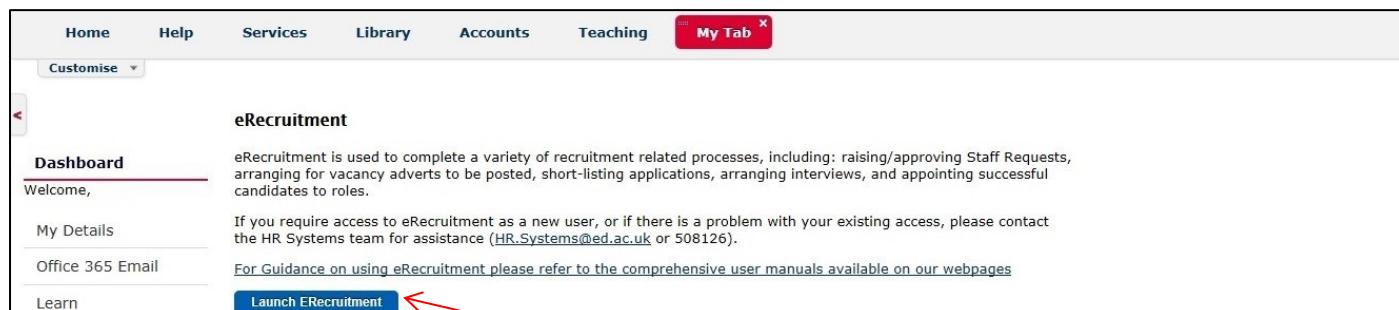
This will list all of your Staff Requests regardless of their status.

You can scroll up and down to find your vacancy and the click the  icon to view the request.

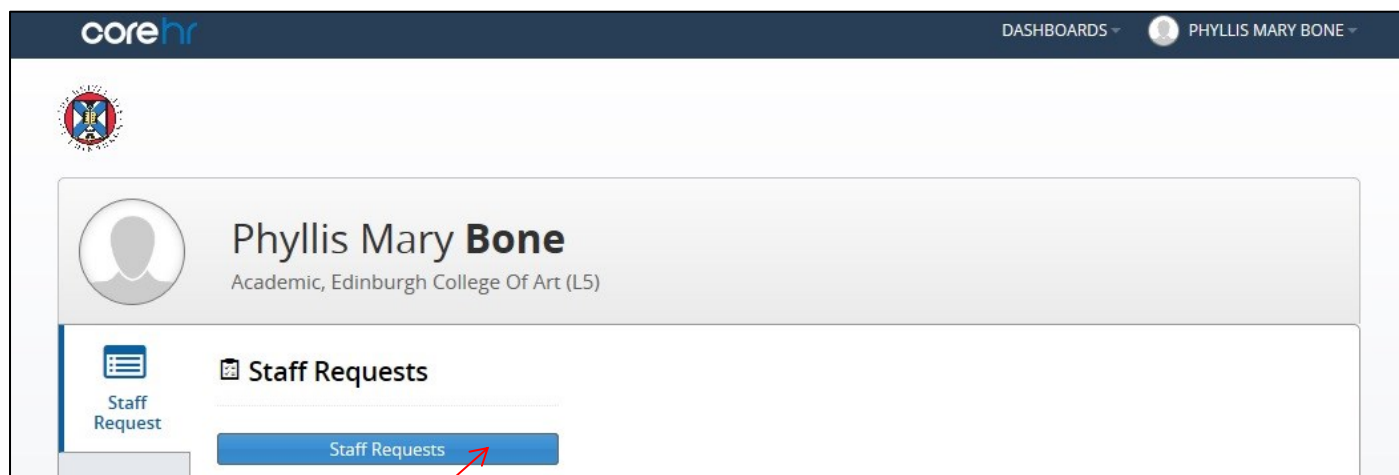


How to print a Staff Request

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.



Open your staff request by clicking on the icon.

Scroll to the bottom of the staff request.

Approval History (Approved)			
Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 10:26:53	
Approved	1st APPROVER	04-Jun-2013 10:43:29	
Approved	2nd APPROVER	04-Jun-2013 10:46:13	

Print Friendly

Click the Print Friendly button

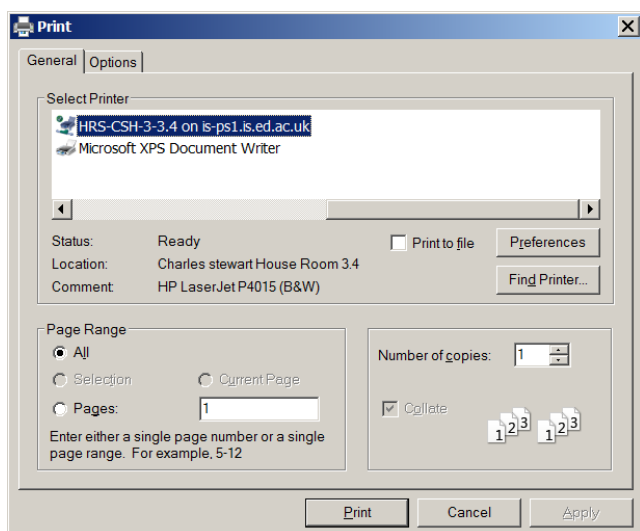
A new window will open showing the Staff Request.
Scroll to the bottom of the opened window.

Approval History (Approved)			
Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 10:26:53	
Approved	1st APPROVER	04-Jun-2013 10:43:29	
Approved	2nd APPROVER	04-Jun-2013 10:46:13	

Print

Click the Print button

This will open the print window to allow you to choose which printer you want to print to.



The Print dialog box is shown with the 'General' tab selected. It displays a list of printers under 'Select Printer', including 'HRS-CSH-3-3.4 on is-ps1.is.ed.ac.uk' and 'Microsoft XPS Document Writer'. Below the list, the status is 'Ready', location is 'Charles Stewart House Room 3.4', and comment is 'HP LaserJet P4015 (B&W)'. There are checkboxes for 'Print to file' and 'Collate', and a 'Number of copies' field set to 1. The 'Page Range' section has radio buttons for 'All', 'Selection', and 'Pages', with 'All' selected. At the bottom are 'Print', 'Cancel', and 'Apply' buttons.



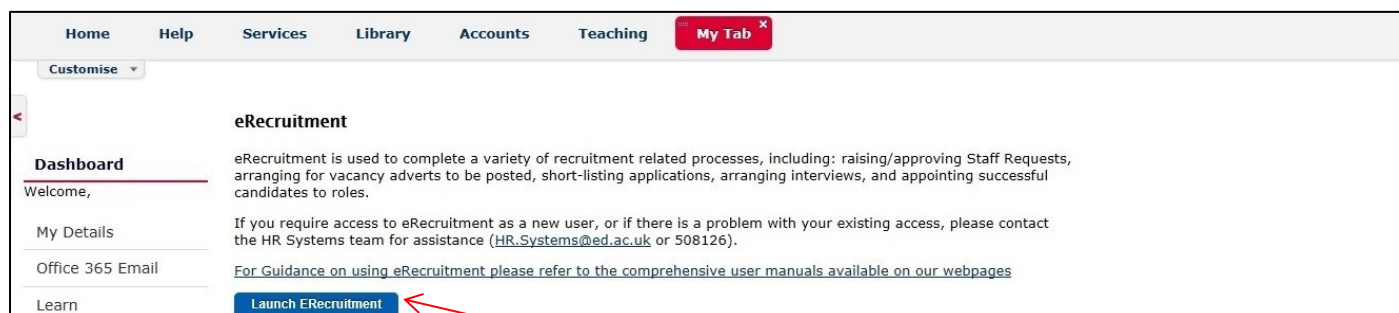
How to copy a Staff Request

A Staff Request can be copied from an existing Staff Request by the same Originator.

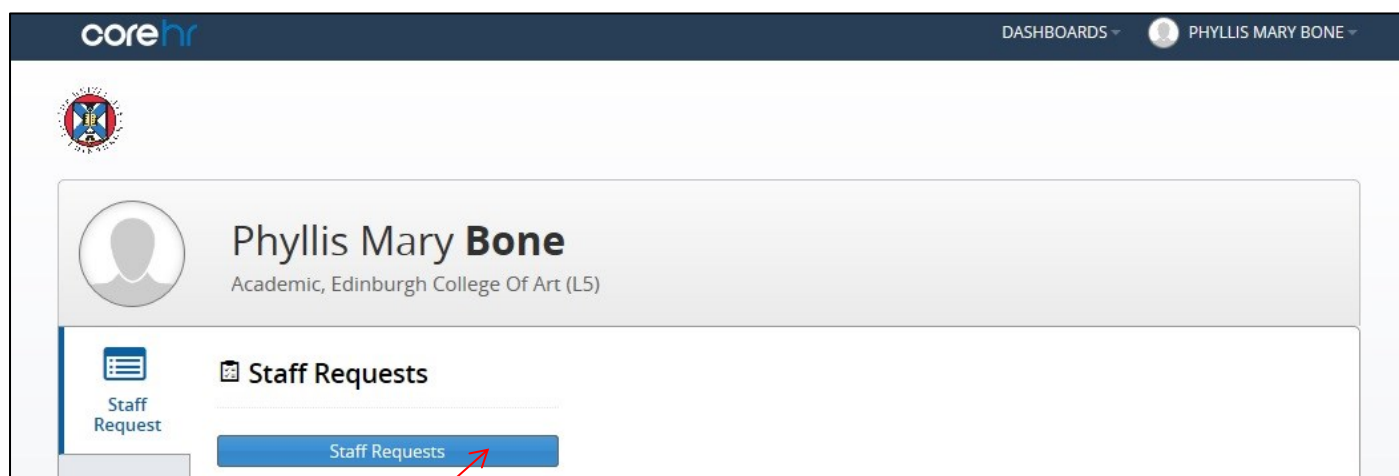
It's not possible to copy a staff request from a fellow Originator.

Additionally, if an Approver has rejected a Staff Request, and has provided feedback on amendments that need to be made, the Originator can copy the rejected Staff Request and submit the amended copy

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.

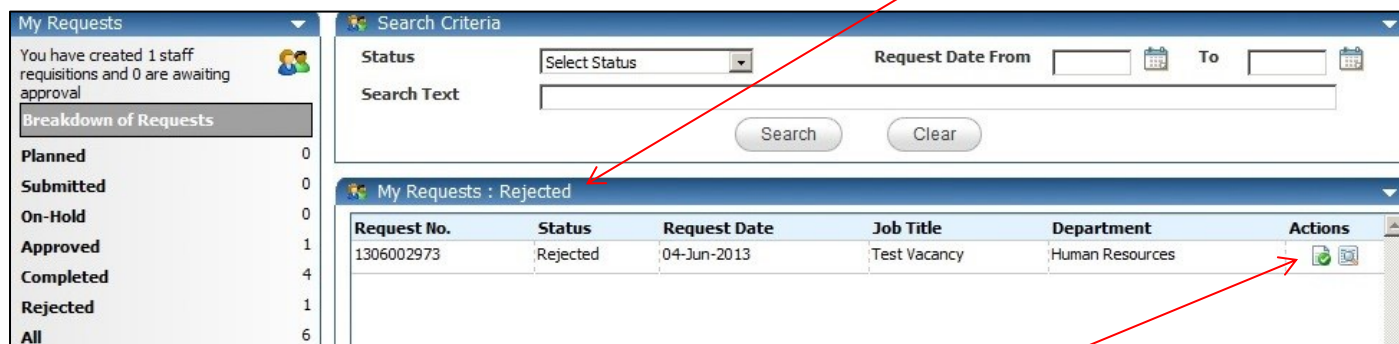



Click on the **Launch eRecruitment** button.

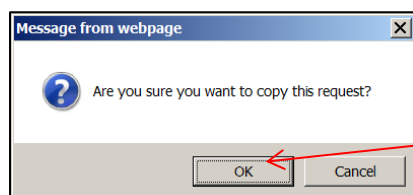


Click on the **Staff Requests** button.

In this instance, we are looking at a rejected staff request in the **My Requests: Rejected** section



Copy the staff request by clicking on the  icon.

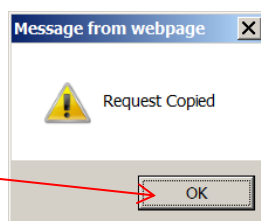


A confirmation message will appear.

Click **OK**.

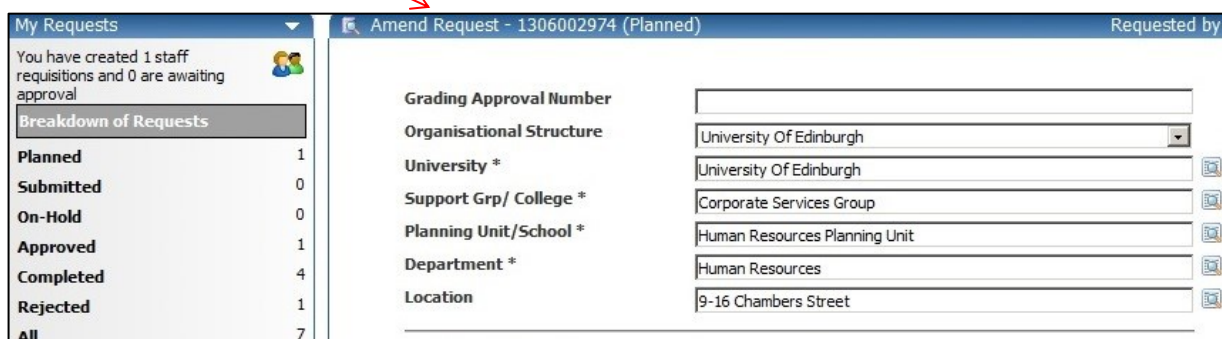
The action is complete.

Click **OK**.



Wait for 10 – 15 seconds until the new staff request which has all the same details as the rejected staff request is generated and loaded on your screen.

The new staff request will show as **Amend Request** and have a new staff request number.



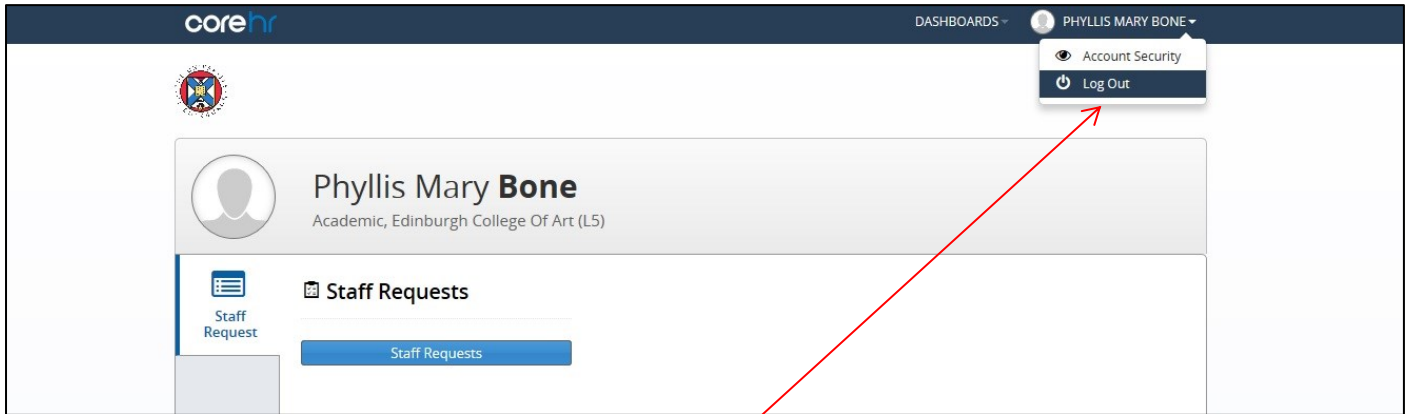
The new staff request will be held in your **My Requests: Planned** section.

NB: Please scroll to bottom of screen and save your changes.



How to exit eRecruitment

From the Core Portal screen.



Click on your name in the top right corner, then click on **Log Out**.