



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.

Select Advertising Publications

Advertiser
University job's site
Veterinary Nursing Times
Select Advertiser
Select Advertiser
Select Advertiser
Enter Other Name

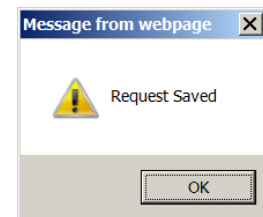
Comments
vacancy open for 3 weeks
Contact Name: Joe Bloggs
Contact email: joe.bloggs@ed.ac.uk
Contact Telephone: +44 131 650 1000

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

Other Information
Closing Date in Weeks
Contact Person
Email
Phone

Buttons: Save and Submit, Save, Print Friendly

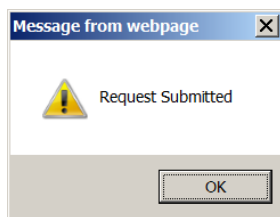
If you click on the **Save** button, then click the **OK** button on the confirmation message



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

Amend Request - 1306002970 (Planned)
Grading Approval Number
Organisational Structure
University *

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

View Request - 1306002970 (Submitted)
Grading Approval Number
Organisational Structure
University *
Support Grp/ College *