

# APPROVER USER GUIDE

This guide will assist you with approving new vacancy requests and offers. There are two approval stages set up in Oleeo.

Approval 1 – Finance or JRMO (depending on the source of funding)

Approval 2 – Faculty Director of Operations/Professional Service Department Director

### **GUIDE 1**

## APPROVING A REQUEST (Vacancies and Offer Approvals)

Step	Example
Oleeo supports single sign-on and you can access the system via the following link and Click "Log in with single sign on".	https://qmul-jobs.tal.net/saml2
When a vacancy is ready for approval, you will receive an email notification from <u>noreply@qmul.tal.net</u> to notify you of the position request.	[EXTERNAL] Opportunity - TC019 S1 - 182 - Approval Request         Noreply@qmul-jobs-config.tal.net         To • Asma Husain         (1) If there are problems with how this message is displayed, click here to view it in a web browser.         CAUTION: This email originated from outside of QMUL. Do not click links or open attachments unless you
To access the system, click on the <b>"Oleeo"</b> link in the email which will take you directly to the request in Oleeo.	Opportunity ID: 182 Opportunity Name: TC019 S1 Organisation Level 1: Students' Union Organisation Level 2: Students' Union This opportunity requires your approval. Please log into <u>Oleeo</u> to review and approve or reject. Note - The above link will take you directly to the opportunity.



When you land in Oleeo, you will need to select the green <b>"Review"</b> button. This will take you to the request form that the Hiring Manager completed.	Opportunity         II6 - Approver Testing         Status Awaiting Approval - Finance         Delegate Finance Approver         Perview         Overview         Details       Forms         Participants         Summary	
Check all the details of the position request and then "Approve" or "Decline" the request in the last section at the end of the page. Note: this section will state 'Finance Approval Decision' or 'Director Approval Decision' depending on your approver role. Then click Submit. Please note, for requests that do not have a budget code indicated, Finance should add a holding budget code in the comments section.	Finance Approval Decision   I approve this opportunity*   Submit     Finance Approval Decision   I approve this opportunity*   Yes   Comments	
<ul> <li>Once Finance has approved the request, it will go to the 'Director' level authoriser to approve. They will receive the same notification from noreply@qmul.tal.net. The Director approver will need to follow the same steps as above to approve the vacancy and click submit.</li> <li>If there is a rejection at any point, the Hiring Manager will receive a notification and the approval process will need to start again.</li> <li>Once the Director approves the vacancy, an email notification will go to the HR Recruitment team to begin the advertising process.</li> <li>The Hiring Manager will be able to see the comments provided and the approval outcome on their</li> </ul>		
NOTE: If you are approving offers made to successful candidates, please follow the same steps as outlined above.		



You can also view your outstanding approvals by logging into Oleeo (<u>https://qmul-</u> <u>jobs.tal.net/saml2)</u> and view your dashboard.

### "Opportunity

approvals" tab includes all new recruitment requests.

"Offer Approvals" tab includes all offers that require your approval.

**Note:** To be able to view and approve a request in Oleeo you must have the relevant 'Approver Profile' set up within your Oleeo account. If you do not see approval related pages in Oleeo, then you must ensure your profile is logged in as **"Senior** 

### Management/Approver

" profile. You can view your logged-in profile by referring to the top lefthand side of your screen under your name.

If you need to change your profile, you can do this by clicking **"Select Profile"** and selecting the **"Senior Management/Approver "** profile.

