Oleeo – Line Manager User Guide

Submitting a contract variation request form

In this guide you will be shown how to submit variations to contracts which include

• Extension of fixed term/temporary contract
• Fixed term/temporary to permanent contract
• Acting up
• Additional responsibility
• Job regrade / promotion / transfer / demotion
• Secondment
• Additional contract
• Change of hour
Log in to Oleeo
Click Create Opportunity

Select Contract Variation Request from the drop-down menu.

Under Job Title write the request type and the name of the employee.

Put a future date that is at least three months ahead in the Proposed Closing Date field.
Note: this field has no bearing on the process. However, the date needs to be in the future.
The **Type** field is pre-populated.
Add the type of **Funding Source**.
You can **Save as Draft** or move forward with the request by clicking **Create Opportunity**.

You can find the saved request by clicking **Opportunities** in the left-hand pane. A recent list of **Opportunities** appears for you to choose from.
The request is now in draft and needs to be activated before you add the employee details for submission.

On the next screen, click **Activate**.

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Click **Add Candidate / Employee** at the top right corner.

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Enter the **name** and **email address** of the employee and click **Submit**.
If multiple applications have been made previously for this employee, the system will bring up a warning.

**Add Application** if this is not a duplication, otherwise **view applications** to see if the previous ones are the same as the current request you are making.

Click **Request Form**.

**Application Summary**

1328 - Asma Husain

Status: Manually Added, Application Not Complete

**Email**  
asma.husain@qmul.ac.uk

**Phone (Mobile)**  
0000000000

**Current Employee?**

**Rejoiner?**
Complete the form that comes up.

Add any comments if needed and click Submit.

This will then go through the standard two-step approval process. You will receive a notification when the request is approved at final tier.

If the request is approved, the relevant paperwork will be drawn-up and sent to the employee by the HR Operations Team, as applicable.