

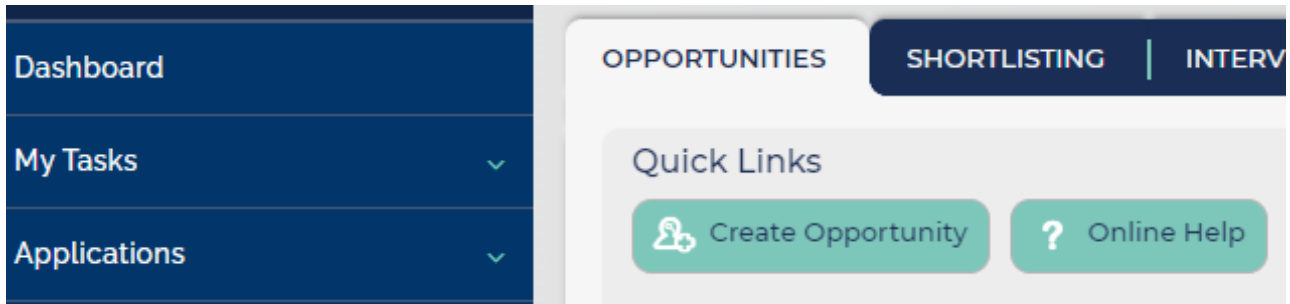
Oleeo – Line Manager User Guide

Submitting a contract variation request form

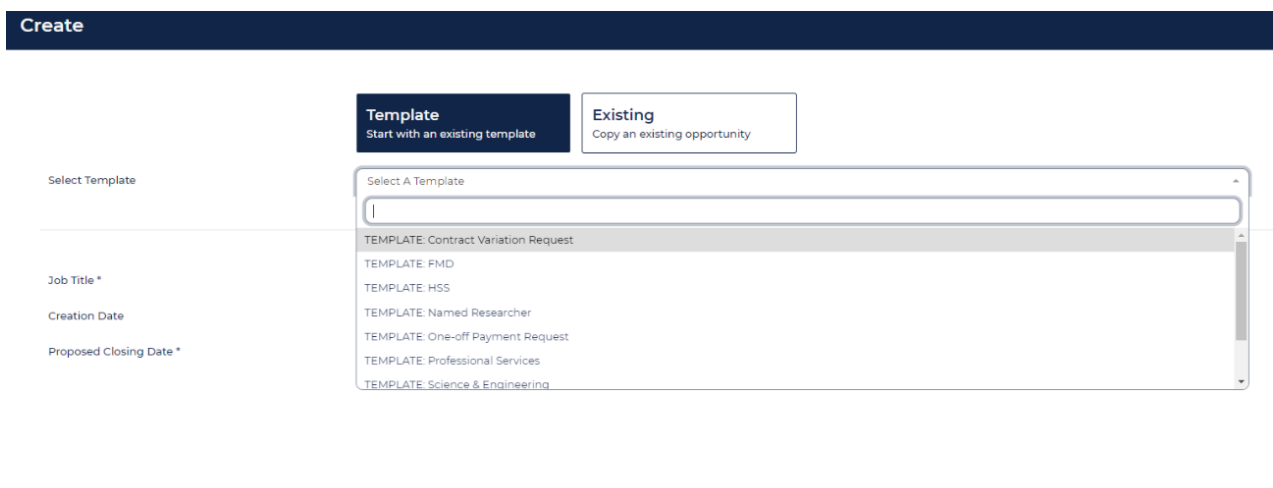
In this guide you will be shown how to submit variations to contracts which include

- 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.

Job Title *	<input type="text" value="Contract Extension Request - Asma Husain"/>
Creation Date	<input type="text" value="11/09/2023"/> <input type="text" value="12"/> <input type="text" value="00"/>
Proposed Closing Date *	<input type="text" value="01/01/2024"/> <input type="text" value="23"/> <input type="text" value="55"/>

The **Type** field is pre-populated.

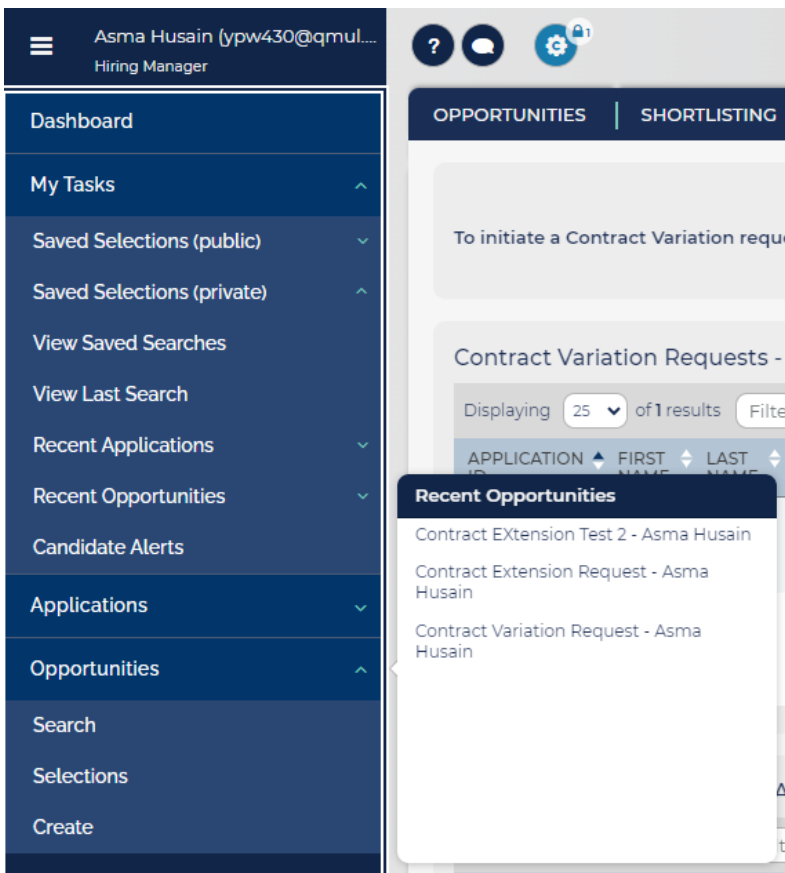
Add the type of **Funding Source**.

You can **Save as Draft** or move forward with the request by clicking **Create Opportunity**.

Type *

Funding Source *

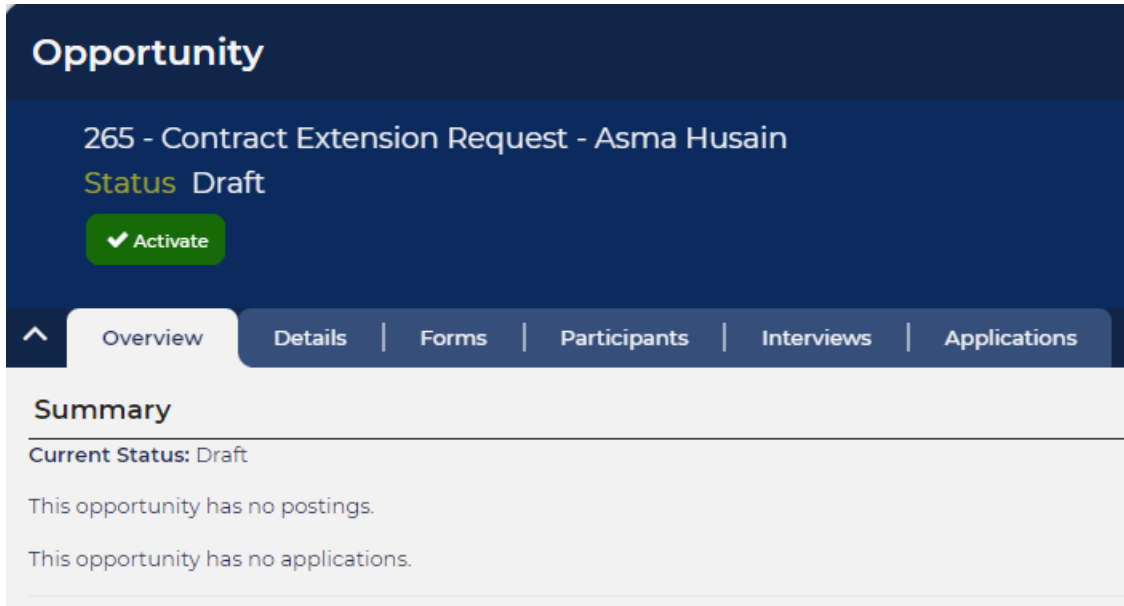
You can find the saved request by clicking **Opportunities** in the left-hand pane. A recent list of **Opportunities** appears for you to choose from.



The screenshot displays a user interface for a hiring manager. The left-hand navigation pane is open, showing a list of menu items: Dashboard, My Tasks, Saved Selections (public), Saved Selections (private), View Saved Searches, View Last Search, Recent Applications, Recent Opportunities, Candidate Alerts, Applications, Opportunities (highlighted), Search, Selections, and Create. The main content area shows a section titled 'OPPORTUNITIES | SHORTLISTING'. Below this, there is a message: 'To initiate a Contract Variation request...'. A table titled 'Contract Variation Requests -' is visible, showing 'Displaying 25 of 1 results' and a 'Filter' button. A dropdown menu titled 'Recent Opportunities' is open, listing three items: 'Contract EXTension Test 2 - Asma Husain', 'Contract Extension Request - Asma Husain', and 'Contract Variation Request - Asma Husain'.

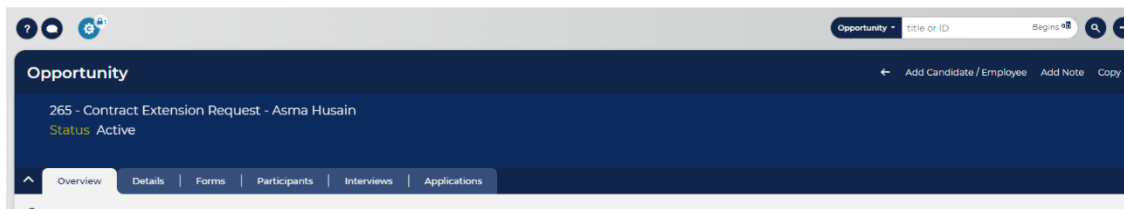
The request is now in draft and needs to be activated before you add the employee details for submission.

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



The screenshot shows the 'Opportunity' page for '265 - Contract Extension Request - Asma Husain'. The status is 'Draft'. A green 'Activate' button with a checkmark is visible. Below the title is a navigation bar with tabs: Overview, Details, Forms, Participants, Interviews, and Applications. The 'Overview' tab is selected, showing a 'Summary' section with the text: 'Current Status: Draft', 'This opportunity has no postings.', and 'This opportunity has no applications.'

Click Add Candidate / Employee at the top right corner.



The screenshot shows the 'Opportunity' page with the status changed to 'Active'. At the top right, there are three buttons: 'Add Candidate / Employee', 'Add Note', and 'Copy'. The 'Add Candidate / Employee' button is highlighted with a blue background.

Enter the **name** and **email address** of the employee and click **Submit**.



The screenshot shows the 'Add Candidate / Employee' form. It has a dark blue header with the title and a close button. The form contains the following fields:

- First Name *: Asma
- Last Name *: Husain
- Email *: asma.husain@qmul.ac.uk
- Application Centre: External (dropdown menu)

At the bottom right, there are two buttons: 'Cancel' and '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.

Duplicate email ✕

A candidate with the given email already exists in the system.

Add application to add a new application to the existing account.

Create duplicate account to create a new account with the same email address. (not recommended)

[View Applications](#)

[Cancel](#) [Create duplicate account](#) [Add application](#)

Click **Request Form**.

Application Summary

1328 - Asma Husain

Contract Extension Request - Asma Husain

Status Manually Added, Application Not Complete


[Request Form](#)

Summary | Notes | Forms (0) | Access

Application Summary

Email	asma.husain@qmul.ac.uk
Phone (Mobile)	00000000000
Current Employee?	
Rejoiner?	

Complete the form that comes up.

Hiring Manager *	Asma Husain
Organisation Level 1 *	Professional Services
Organisation Level 2 *	Human Resources Directorate
Organisation Level 3 *	Recruitment & Operations
Reason for Contract Variation Request *	Extension of Fixed-term / Temporary Contract
Employee First Name *	Asma
Employee Last Name *	Husain
Employee ID *	551236
Employee Job Title *	HR Ops Manager
Employee Grade *	Grade 6
Effective Date of Change *	17/09/2023 

Add any **comments** if needed and click **Submit**.

Comments

123456

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.