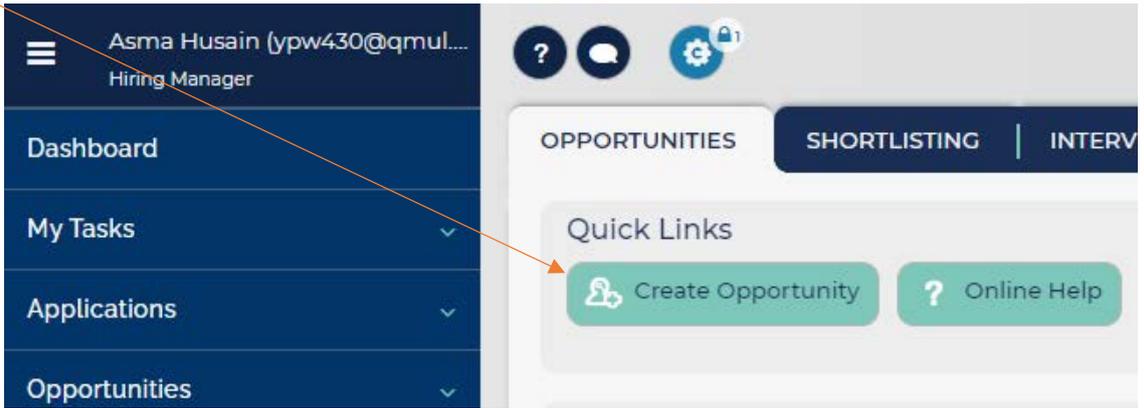# OLEEO – HIRING MANAGER USER GUIDE

GUIDE - SUBMMITTING A BULK TEMPORARY ENGAGEMENT CONTRACT REQUEST FORM

This guide will show you how to submit a request for TATFs and other bulk engagements (i.e., Demonstrators/Student Ambassadors/Invigilators/SU casuals/CBME Tutors/Simulated Patients etc). You can use this form to submit requests for:
1. New Starters / re-joiners
2. Additional contracts for existing employees
3. Contract variations for current TATFs and other bulk engagements

Please note that you should **not** use this form to request a new temporary contract (i.e. temporary part-year contract or temporary timesheet contract that are not part of a bulk engagement). Use the 'Temporary Contract' request template for these types of requests. To request contract variations to existing staff's temporary contracts, use the 'Contract Variation Request' template.

STEP	EXAMPLE
Log into Oleeo.	**LINK**
Click '**Create Opportunity**' from the 'Quick Links' menu	
You can select the '**Template**' tile to start a new request or you can select the '**Existing**' tile to copy an existing opportunity that has been previously submitted. From the '**Select Template**' drop-down menu choose '**TATF / Other Bulk Engagements**' **Note:** Do not click on the '**Existing**' tile unless you want to use a previously-submitted request as a carbon copy template for your current request. **Please** submit separate requests for cohorts of	
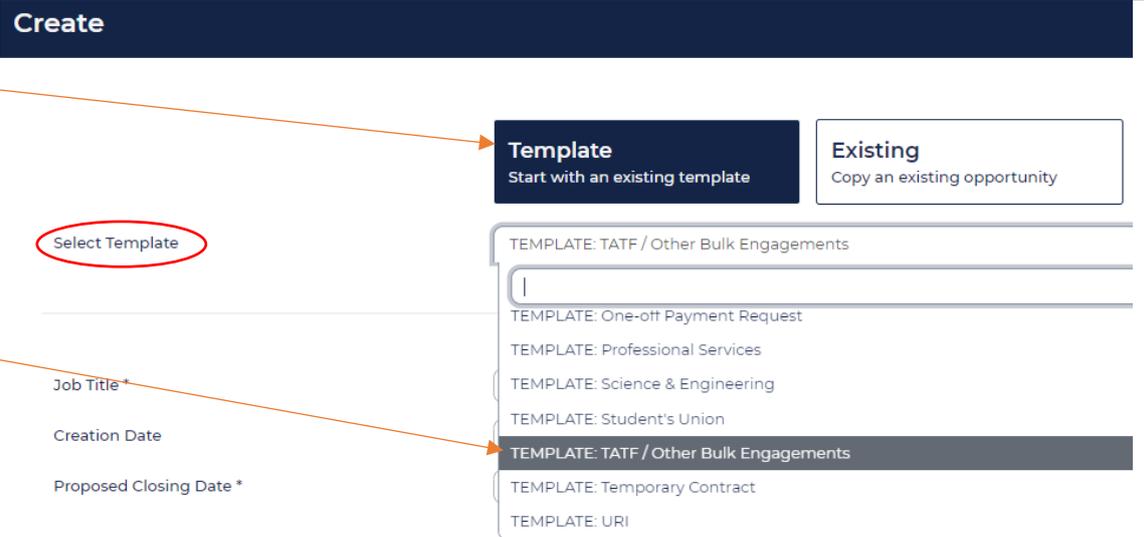
different semesters e.g. submit one request for cohorts in Semester A and a separate request for cohorts in Semester B. Unless the contract spans across all Semesters with no break.	
Complete the '**Job Title**' (i.e., TATF/Student Ambassador/ Demonstrator etc.) Where applicable include the semester that the cohort relates to. Put the date you raised the request in the '**Creation Date**' field. Put a future date that is at least 3 months ahead in the '**Proposed Closing Date**' field. **Note:** this field has no bearing on this process. However, the date needs to be in the future.	Select Template — TEMPLATE: TATF / Other Bulk Engagements Job Title * — EECS Demonstrators - Sem A Creation Date — 07/12/2023 17 25 Proposed Closing Date * — DD/MM/YYYY 23 55
Complete the remaining form that comes up. Add any notes/comments if needed. Attach all required documentation (i.e., cohort spreadsheet, business case, risk assessment, right to work documents, Personal details forms) Click '**Create**' when you are ready to submit the form. **Note:** once you have submitted a form, any new document uploads or form edits will **NOT** show for the approver. Click '**Cancel**' to quit without saving any information. Click '**Save as Draft**' if you have started but don't have all the information to hand and want to save your progress. You can then	Click 'Cancel to quit without saving any information	Click 'Create' if you're happy the form contains all the required information	Click 'Save as Draft if you've started but don't have all the information to hand and want to save your progress. You can then return and complete the required fields later. Cancel Create Save as Draft

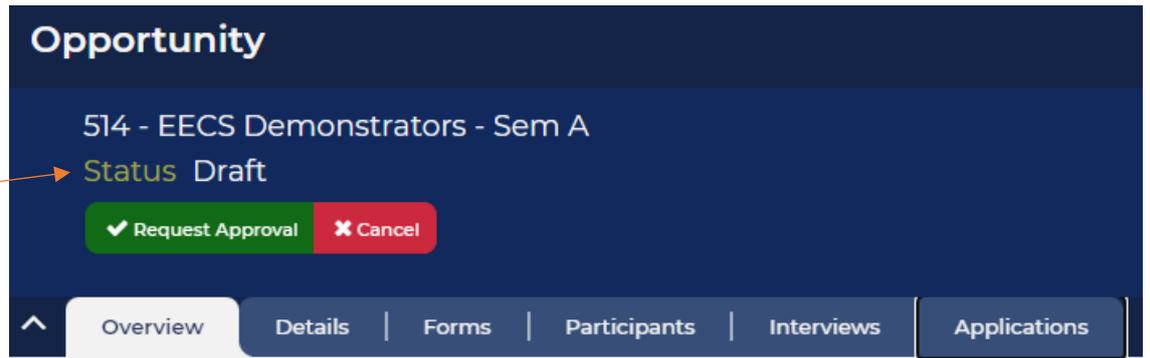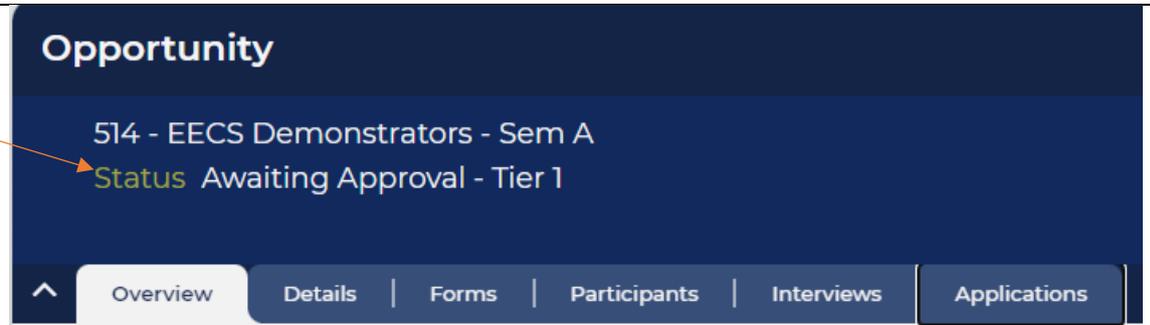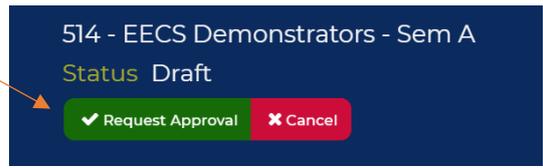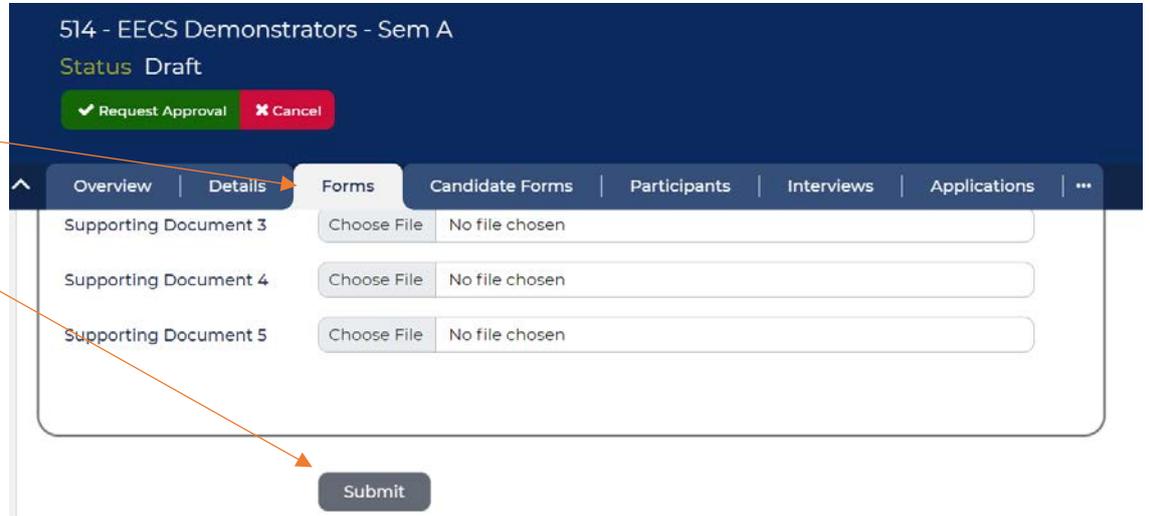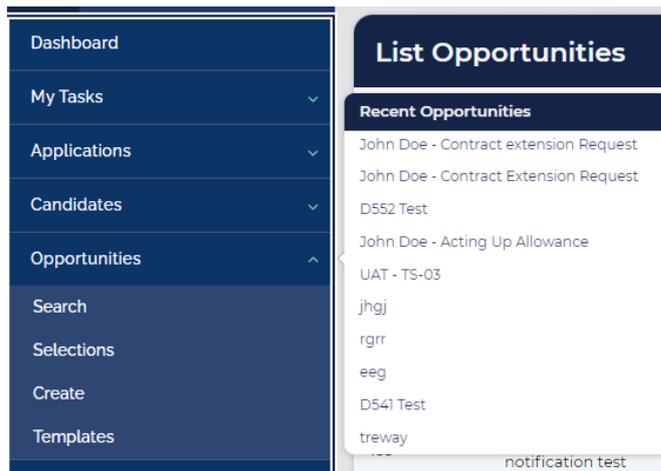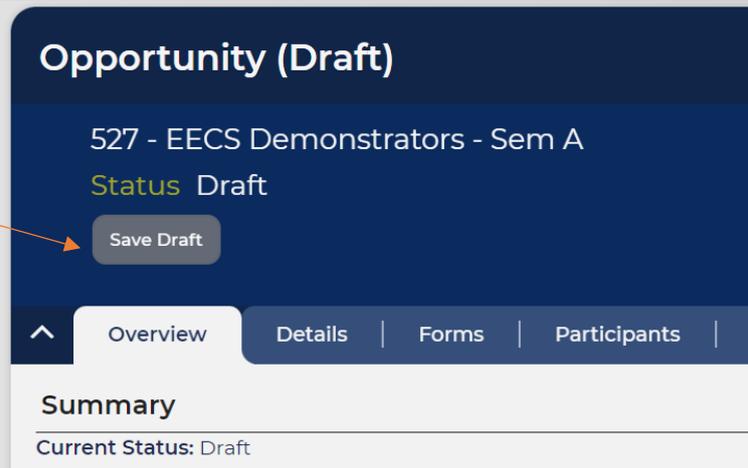|	
return and complete the required fields later.	
If you have clicked '**Create**', then you will see the screen shown opposite. **Note**: The status is still showing as **Draft**.	**Opportunity** 514 - EECS Demonstrators - Sem A Status Draft ✔ Request Approval ✖ Cancel Overview | Details | Forms | Participants | Interviews | Applications **Summary** Current Status: Draft
Note: You can still edit the request if needed. Go to '**Forms**', edit as required. Press **'Submit'** to commit changes.	514 - EECS Demonstrators - Sem A Status Draft ✔ Request Approval ✖ Cancel Overview | Details | Forms | Candidate Forms | Participants | Interviews | Applications | ••• Supporting Document 3 Choose File No file chosen Supporting Document 4 Choose File No file chosen Supporting Document 5 Choose File No file chosen Submit
Click **Request Approval** to start the approval process.	514 - EECS Demonstrators - Sem A Status Draft ✔ Request Approval ✖ Cancel
You will now notice the status change to **Awaiting Approval - Tier 1**.	**Opportunity** 514 - EECS Demonstrators - Sem A Status Awaiting Approval - Tier 1 Overview | Details | Forms | Participants | Interviews | Applications **Summary** Current Status: Awaiting Approval - Tier 1

Bringing a 'Save as Draft' form back to 'Live'.

If you have clicked '**Save as Draft**' you will see the screen shown opposite.

You will need to click '**Save Draft**' to bring the form out of its draft stage and continue with the form.

Opportunity (Draft)

527 - EECS Demonstrators - Sem A
Status Draft
[Save Draft]

| Overview | Details | Forms | Participants | I |

Summary
Current Status: Draft

If you have logged out and then logged back in, then search for the **Opportunity ID,** ('527' as shown in the screen opposite) using the **Search** function at the top right. Make sure to change the search parameter to '**Opportunity**'.
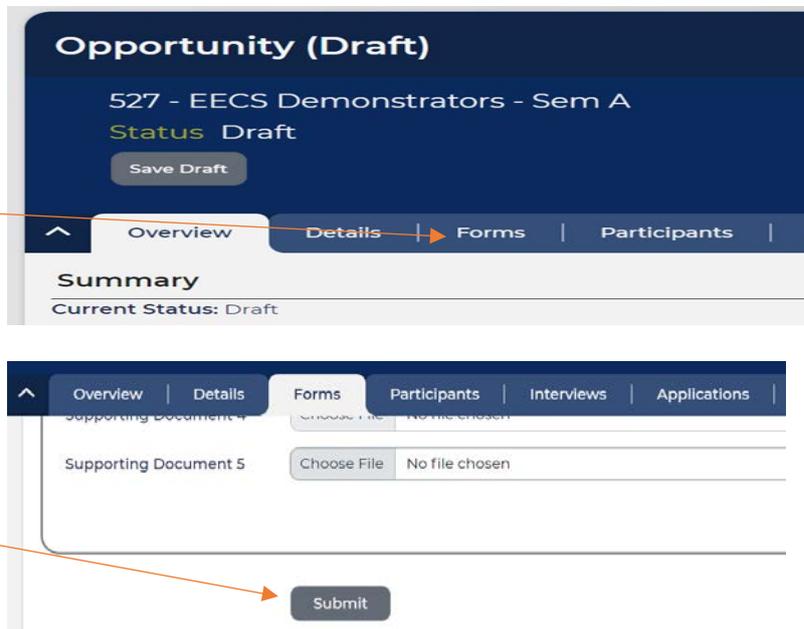
You can also find the saved request by clicking **Opportunities** in the left-hand pane. A recent list of Opportunities comes up for you to choose from.
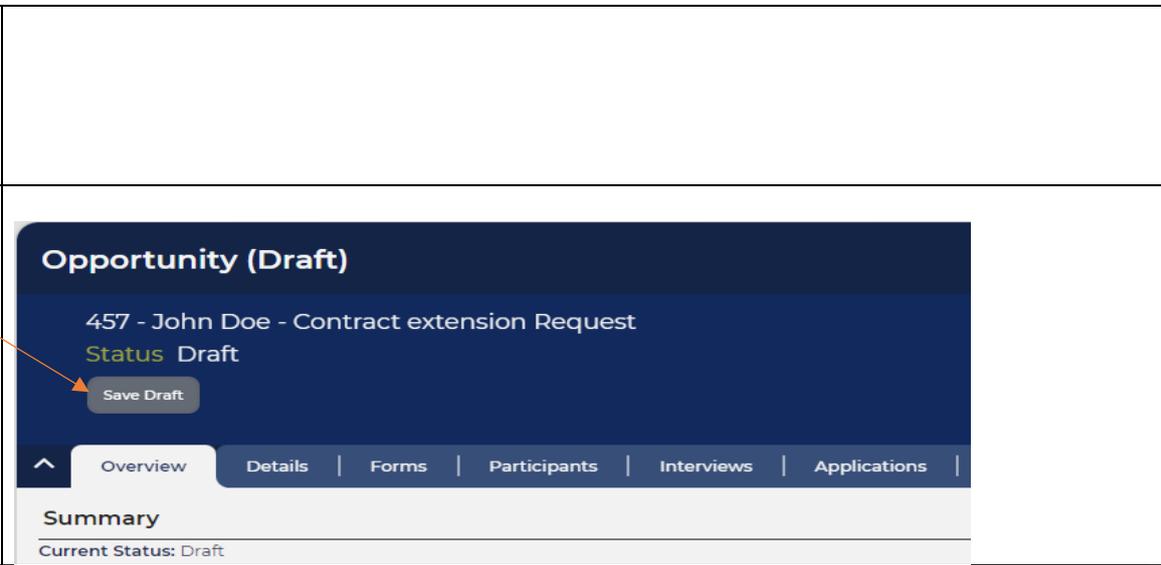
Opportunity ▾ | 527 | Begins a🔲 | 🔍 | •••

Dashboard	
My Tasks	⌄
Applications	⌄
Candidates	⌄
Opportunities	⌃
Search	
Selections	
Create	
Templates	

List Opportunities

Recent Opportunities
John Doe - Contract extension Request
John Doe - Contract Extension Request
D552 Test
John Doe - Acting Up Allowance
UAT - TS-03
jhgj
rgrr
eeg
D541 Test
treway
notification test

Once you have located the request, you can either 'Save Draft' to progress to 'Request Approval' or edit if required.

To edit, Click '**Forms**'.

Opportunity (Draft)

527 - EECS Demonstrators - Sem A
Status Draft
[Save Draft]

| Overview | Details | Forms | Participants | I |

Summary
Current Status: Draft

Press '**Submit**' to commit changes.

| Overview | Details | Forms | Participants | Interviews | Applications |

Supporting Document 4 | Choose File | No file chosen
Supporting Document 5 | Choose File | No file chosen

[Submit]

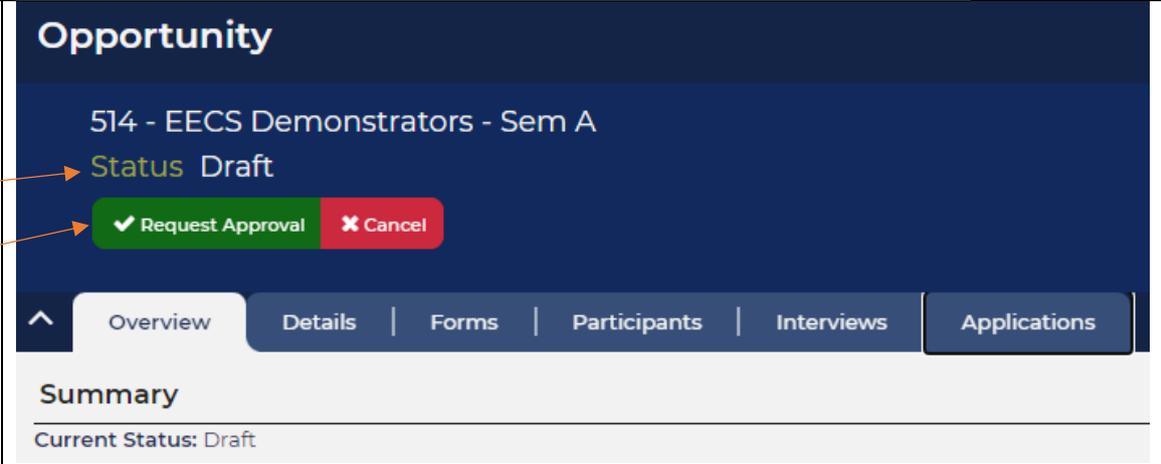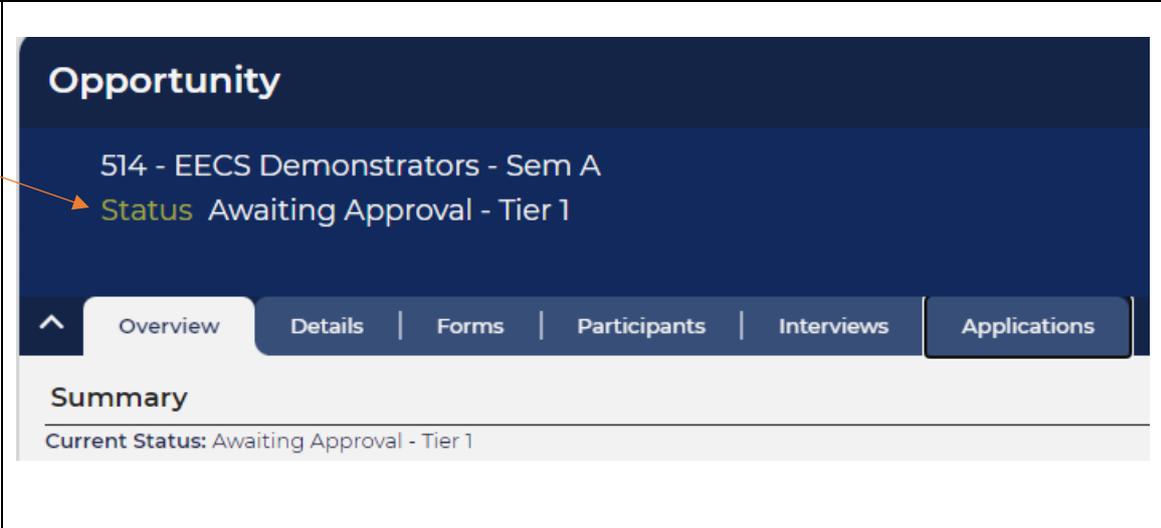|	
Click on '**Save Draft**'.	**Opportunity (Draft)** 457 - John Doe - Contract extension Request Status Draft [Save Draft] ^ | Overview | Details | Forms | Participants | Interviews | Applications **Summary** **Current Status:** Draft
You will see the screen shown opposite. Note that the status is still showing as '**Draft**'. Click '**Request Approval**' to start the process.	**Opportunity** 514 - EECS Demonstrators - Sem A Status Draft [✔ Request Approval] [✖ Cancel] ^ | Overview | Details | Forms | Participants | Interviews | Applications **Summary** **Current Status:** Draft
You will now notice the status change to **Awaiting Approval - Tier 1**.	**Opportunity** 514 - EECS Demonstrators - Sem A Status Awaiting Approval - Tier 1 ^ | Overview | Details | Forms | Participants | Interviews | Applications **Summary** **Current Status:** Awaiting Approval - Tier 1

The form will then go through the standard two-step approval process. If the request is approved, the relevant paperwork will be drawn-up and sent to the employee from the Shared HR TAFT and Temp Engagements mailbox (hr-tatfandtempengagements@qmul.ac.uk)

You will receive a notification once the form has been marked as complete.

FREQUENTLY ASKED QUESTIONS

1. **I only need to request one Temporary Contract should I use the TATF and other bulk engagements template or the Temporary Contract Template?**

   All TATF contracts (except for those requiring advertising) should be requested using the TATF and other bulk engagements template regardless of the number of hires.

   For all other temporary contracts, where you have less than 5 hires you should use the Temporary Contact template to make the request.

2. **How do I delete a request that was created in error?**

   You will need to get in touch with **hr-tatfandtempengagements@qmul.ac.uk** to request that they delete the form for you.

3. **I have multiple documents to upload but there is only the ability to upload 5 documents under supporting documents. How do I add more?**

   You can either upload a zip file containing all the documents or attach a word document that has a SharePoint link to the site where you have saved these documents.

4. **My request had been rejected. How do I update and re-submit the form?**
   - Search for the request via the Search function at the top right using the Opportunity ID. **OR** click 'Opportunities' in the left-hand pane and then 'Search'. This will bring up a list of all of your previously submitted requests. Double click the one that you need to re-submit.
   - Click the green 'update' button on the form that comes up.
   - Make the necessary edits/updates to the form and click 'Submit'.
   - The form will now show as being at Tier 1 Approval.

5. **Can I make a change to the request after it has been submitted for approval.**

   You should not be making changes to any request once it has been submitted for approval and is going through the approval process. If you need to make amendments to the original request, we advise you contact HR at **hr-tatfandtempengagements@qmul.ac.uk** for guidance in the first instance and they will advise accordingly.

6. **I need to make changes to previously submitted / existing TATF contracts, how should I do this?**

   If you need to amend a previously approved existing TATF contract, raise this request on Oleeo as outlined in the guide but select '**Additional Contracts for existing employee (inc. Contract Variation for TATF/Bulk Only**)' as the 'Type of Request'.

Overview	Details	Forms	Participants	Interviews	Applications

Please submit separate requests for cohorts of different semesters e.g. submit one request for cohorts in Semester A and a separate request for cohorts in Semester B. Unless the contract spans across all Semesters with no break.

Job Type *	1. TAs/TFs	× ▼
Type of Request *	2. Additional Contract for existing employee (inc. Contract Variation for TATF/B...	× ▼

Complete the rest of the form as normal. In the Additional Notes section of the form refer to the original reference number. For example, *"The original request is XXXX, this is a request to change the hours as follows, with effect from x – x increase in hours. Full details contained in the spreadshee*t".

The spreadsheet should indicate in **'Column H'** there is a change in hours (either increase or decrease). **'Column J'** should be the date the change is effective from. '**Column Y**' should have the new working hours from the date of the change to the contract end date (the difference). '**Column AX'** are comments to HR. The comments should state the original vacancy request number and the new total number of working hours across the whole contract period.