

Approving Oleeo Requests - Approver Oleeo User Guide

This document will provide you with step-by-step guidance on how to:

- [Search for Opportunities and Applications that require approval](#)
- [Submit an approved or rejected decision for a request](#)

Accessing Oleeo and Approver profile

As an Approver, you will be expected to make a decision on the following types of requests:

- A recruitment or named researcher recruitment request.
- Conditional Offer approval (if the offer differs from what was originally approved in the Opportunity).
- Contract Variations.
- Bulk and Temporary Engagements including requests for Agency staff.

On Oleeo, there is a 2 Tier approval system. The approver workflows are as follows:

- **Research Grant funded** requests will be sent to the School/Institute Manager (Tier 1) and then JRMO (Tier 2).
- **Queen Mary funded** requests will be sent to Finance (Tier 1) and then Faculty Director of Operations (Tier 2).

To access Oleeo, use this link: <https://qmul-jobs.tal.net/> and click on “Log in with single sign on” to log into the system.

When you log into Oleeo, you will be presented with your homepage known as your **Dashboard**. The view of your dashboard will vary depending on what profile you are logged in with.

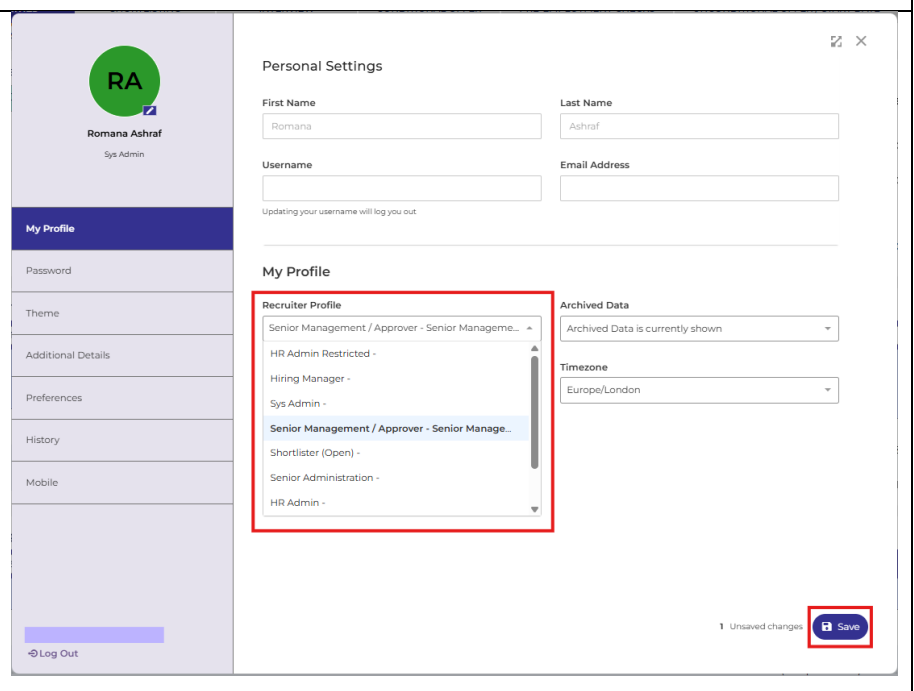
Note: You must be logged in with a “**Senior Management/Approver**” profile to be able to approve or reject requests.

The profile you are logged in with is stated under your name on the top left of your dashboard.

To change to the Approver profile:

- Select your name from the left-hand menu.
- Under “**My Profile**” select “**Senior Management/Approver**” in the “**Recruiter Profile**” field.
- Select “**Save**”.

The profile will now switch and load the relevant dashboard.



Searching for requests that require approval

There are various ways to search for the request that requires your approval.

Method 1: Click on the direct link within the approval email notification from Oleo.

Note: If you get an “Access Denied” error, ensure you are logged in with the Senior Management/Approver profile first and then click on the direct link. If you still are unable to access the request, please contact the IT service desk.

Method 2: Use the search bar in the left-hand menu and enter the “Opportunity ID” or “Application ID” provided in the approval request email.

Method 3: Use your dashboard. Navigate to the relevant tab and double click on the request (row) you wish to make an approval decision on.

Opportunity ID: 1025
Opportunity Name: Senior Lecturer in Economics
Organisation Level 1: Humanities and Social Sciences
Organisation Level 2: School of Economics and Finance

Budget Code: ABCD

This Opportunity Approval Request has been sent either because it has been:

- submitted** (or resubmitted) by a Hiring Manager;
- returned** by the Recruitment Team due to *non-compliant* Approvers

Please either:

- review and approve/reject by clicking [here](#) to go directly to the Opportunity.
 Opportunity Approval User Guide can be found [here](#)
- OR
- Delegate to an authorised **Tier 1 Approver**.
 Opportunity Delegation User Guide can be found [here](#)

Please contact the Recruitment Team if you require further guidance.

Kind Regards,
Queen Mary University of London Recruitment Team

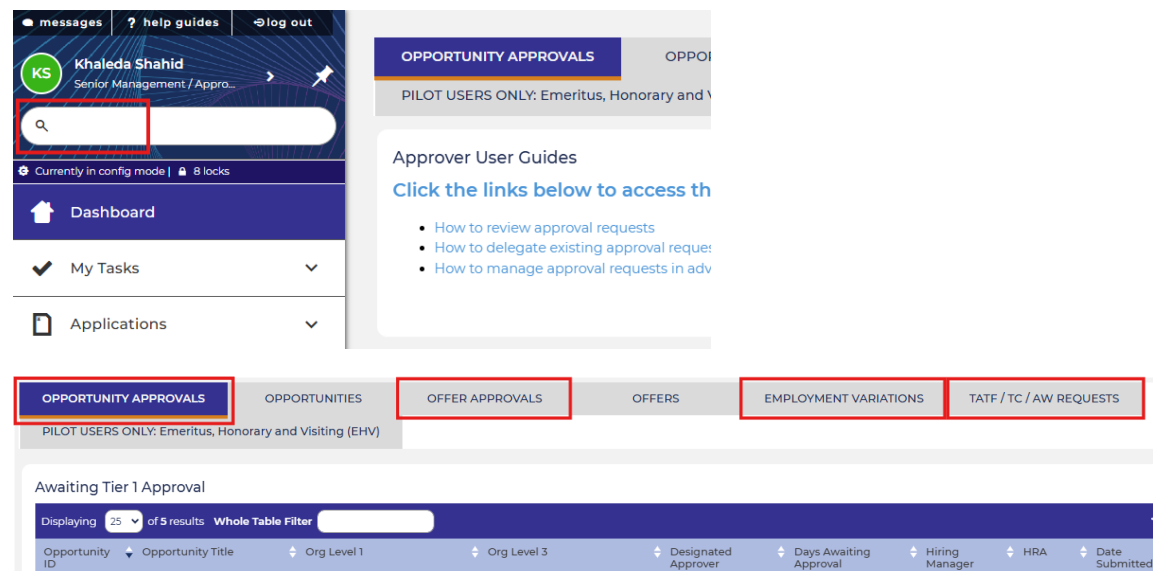
Employee Name: Khaleda Shahid
Employee ID: 12345
Raised By: Romana Ashraf
Application ID: 2338

A contract variation request (**Extension of Fixed-term / Temporary Contract**) with the following funding code(s) has been raised for the above employee which requires your approval.

- Funding Code 1:** HRA100

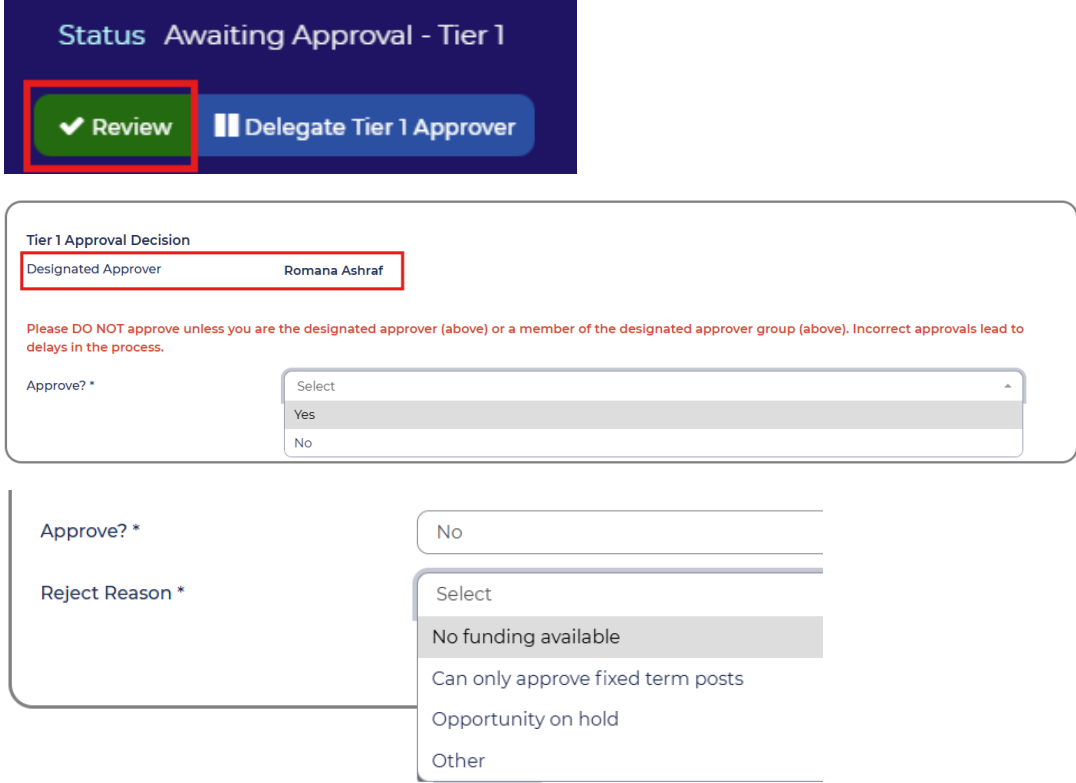
Please log into [Oleo](#) to review and action.

Note - The link above will take you directly to the request.



The screenshot shows the Oleo system interface. At the top, there are navigation tabs: 'messages', 'help guides', and 'log out'. Below this is a user profile for 'Khaleda Shahid' (Senior Management / Approver) with a search bar highlighted by a red box. The main dashboard area has a left-hand menu with 'Dashboard', 'My Tasks', and 'Applications'. The main content area shows 'OPPORTUNITY APPROVALS' and 'PILOT USERS ONLY: Emeritus, Honorary and Visiting (EHV)'. Below this are 'Approver User Guides' and a list of links: 'How to review approval requests', 'How to delegate existing approval requests', and 'How to manage approval requests in advance'. At the bottom, there are more navigation tabs: 'OPPORTUNITY APPROVALS', 'OPPORTUNITIES', 'OFFER APPROVALS', 'OFFERS', 'EMPLOYMENT VARIATIONS', and 'TATF / TC / AW REQUESTS'. The 'OPPORTUNITY APPROVALS' tab is highlighted with a red box. Below the tabs, there is a table titled 'Awaiting Tier 1 Approval' with a filter and a table of results. The table has columns for Opportunity ID, Opportunity Title, Org Level 1, Org Level 3, Designated Approver, Days Awaiting Approval, Hiring Manager, HRA, and Date Submitted.

Submitting a decision for a request

Step/Action	Example/Screenshot
<p>After landing on the Application or Opportunity page using one of the methods above:</p> <ol style="list-style-type: none"> 1) Select the green “Review” button which will load the approval form. 2) Review the form as required. <p>Important Note: Towards the bottom of the form, you will see the “Tier 1/Tier 2 Approval Decision” box. Only submit a decision on a request if you are the designated approver on the form or have been delegated approval. If you are not named as the “Designated Approver” on the form, do not submit a decision.</p> <ol style="list-style-type: none"> 3) Complete the mandatory fields. For the decision: <ol style="list-style-type: none"> i. “Yes”, a comments box will appear for you to enter comments should you need. ii. “No”, a list of rejection reasons will become available for you to choose from. 4) “Submit” the form. 	
<p>Upon submission, if approved, the request will go to:</p> <ul style="list-style-type: none"> - The Tier 2 approver if you are the Tier 1 approver OR - HR to review/action if you are the Tier 2 approver. <p>If rejected, the Hiring Manager will receive an email notification informing them of the decision. They will have the option to update their request and re-submit it (if required) for approval from Tier 1 again.</p>	