

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 reject 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 vacancy.
- Conditional Offer approval if the offer differs from what was originally approved in the opportunity. This includes an increase in FTE and working hours, change in Grade/Pay Group and change in Organisation Level 1.
- 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:

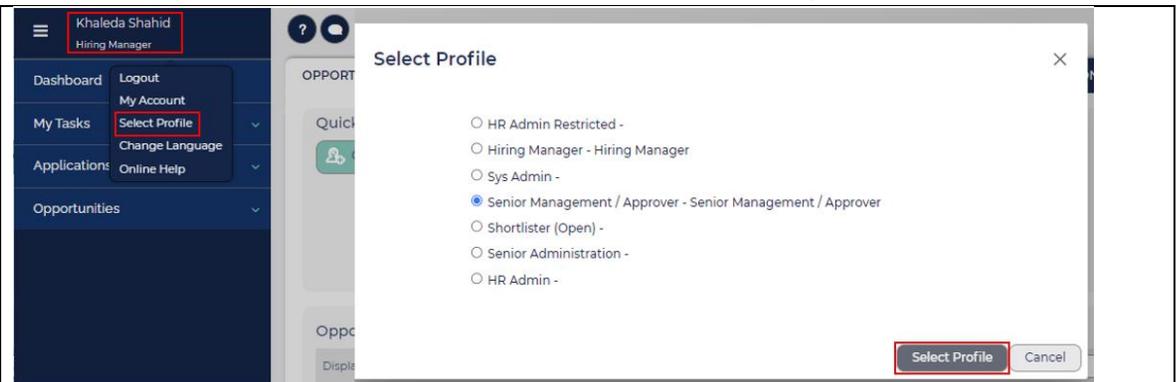
- **Research Grant funded** requests will be sent to the School/Institute Manager (Tier 1) and then JRMO (Tier 2),
- **Queen Mary funded** requests will be sent to Finance (Tier 1) and then FDO (Tier 2).

Step/Action	Example/Screenshot
<p>To access Oleeo, use this link: https://qmul-jobs.tal.net/ and click on “<i>Log in with single sign on</i>” to log into the system. (You are not required to enter any login details).</p> <p>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.</p> <p>Note: You must be logged in with a “Senior Management/Approver” profile to be able to approve or reject recruitment and contract variation requests.</p>	

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:

- 1) Select your name on the top left of your dashboard.
- 2) Click **“Select Profile”**.
- 3) Tick **“Senior Management/Approver”**.
- 4) Click **“Select Profile”**.



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 in the request for approval email notification from Oleeo.

Method 2: Use the search option on the top right of your dashboard. Set the search parameter according to the “Opportunity ID” or “Application ID” provided in the request for approval email notification from Oleeo.

Method 3: Use your dashboard. Navigate to the relevant tab and double click on the request 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:

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

Please either:

- 1) review and approve/reject by clicking [here](#) to go directly to the Opportunity.

Opportunity Approval User Guide can be found [here](#)

OR

- 2) 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 [Oleeo](#) to review and action.

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

Opportunity ▾ title or ID Begins

Senior Management / Approver

board

tasks

actions

opportunities

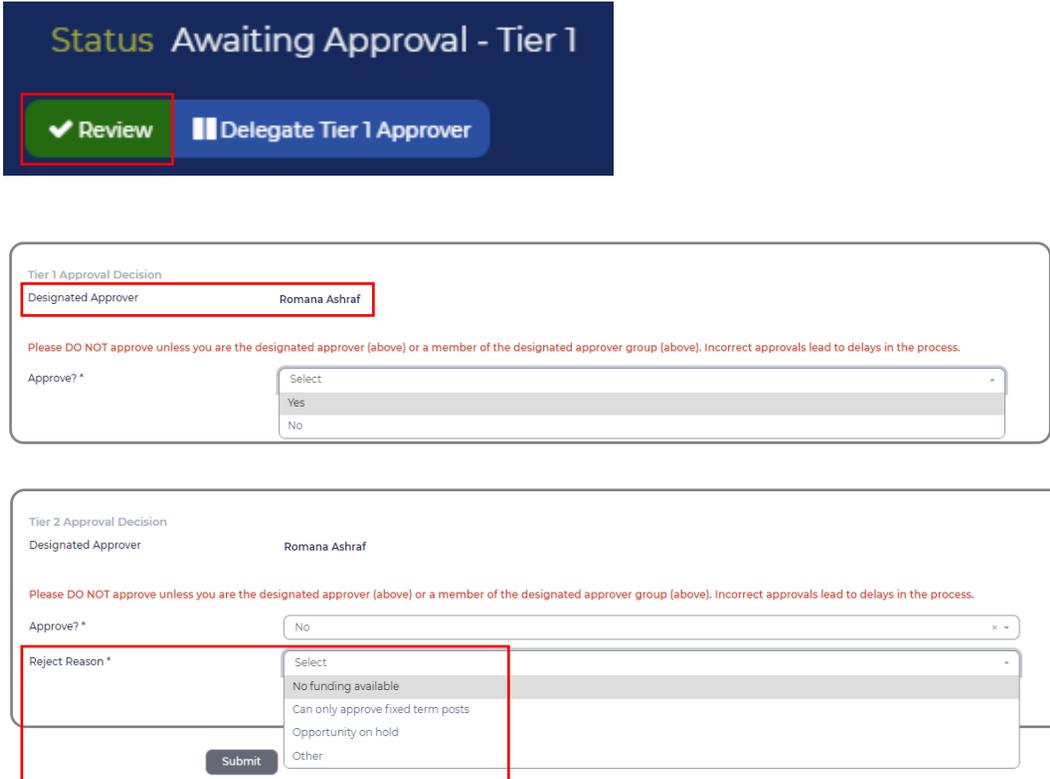
OPPORTUNITY APPROVALS | OPPORTUNITIES | OFFER APPROVALS | OFFERS | EMPLOYMENT VARIATIONS | TATF / TC / AW REQUESTS

Awaiting Tier 1 Approval

Displaying 25 of 0 results Whole Table Filter

OPPORTUNITY ID	OPPORTUNITY TITLE	ORG LEVEL 1	ORG LEVEL 3	DESIGNATED APPROVER	DAYS AW
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Submitting a decision on 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 review button which will load the request 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 or have been delegated approval. If you are not named as the “Designated Approver”, 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:</p> <p>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>	