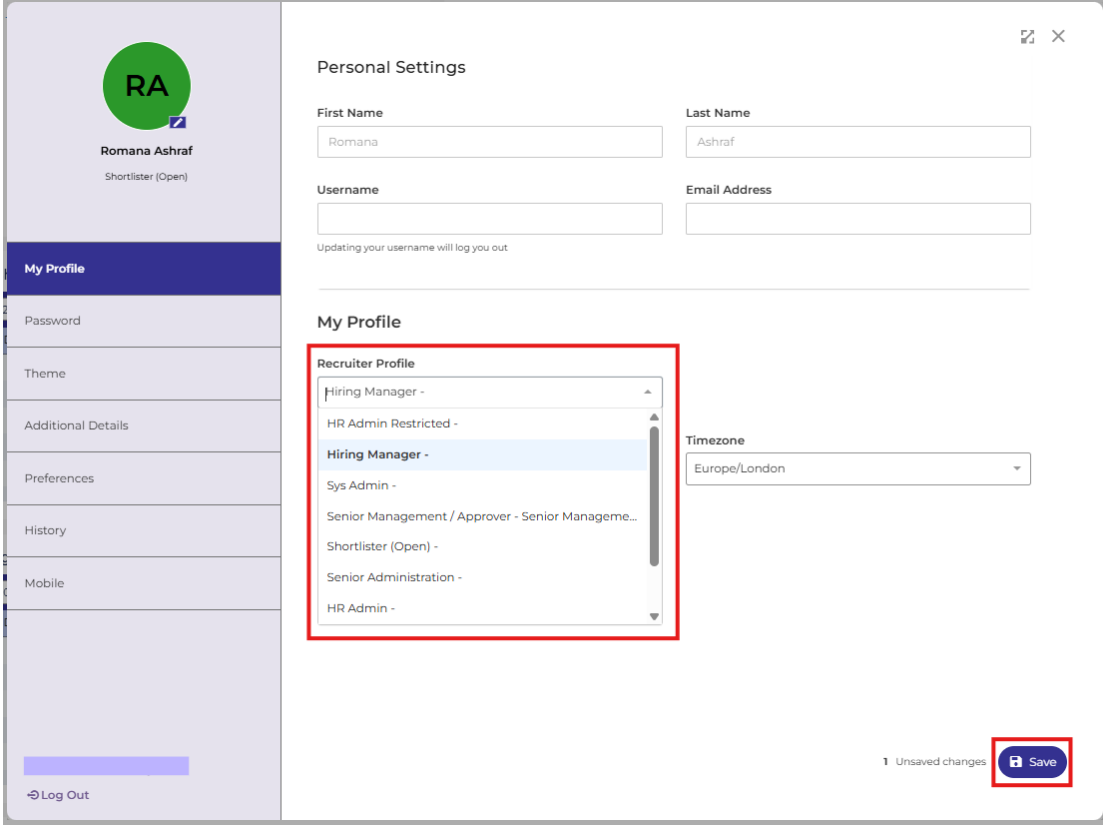


Reviewing Flexible Working Requests - Line Manager Oleeo User Guide

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

- [Review and approve/reject a flexible working request from staff you directly manage.](#)
- [Delegate the flexible working request to another manager.](#)

Accessing Oleeo/Dashboard	
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.</p> <p>When you log into Oleeo, you will be presented with your homepage known as your Dashboard.</p> <p>Note: You must use the “Hiring Manager” profile to approve or reject a Flexible Working Request. Your logged in profile can be seen on the top left of your dashboard under your name.</p> <p>If you are on a profile other than the Hiring Manager profile, to switch the profile you are on:</p> <ol style="list-style-type: none"> i. Select your name from the left-hand menu. ii. Under “My Profile” select “<i>Hiring Manager</i>” in the “Recruiter Profile” field. iii. Click “Save”. <p>The profile will now switch and load the relevant dashboard.</p> <p>If you do not have a Hiring Manager profile, contact the IT Helpdesk for a profile to be set up for you.</p>	

Reviewing a Flexible Working Request

Step/Action

There are two ways to access a Flexible Working Request that is awaiting your review.

Method 1: Click the “Oleeo” link in the email notification from Oleeo asking for your approval. This will take you directly to the request form.

Provided you are logged in on the “Hiring Manager” profile, you will be taken straight to the Employee’s FWR Application page. See [page 1](#) on how to change your profile, if required.

Method 2: You can access the request via your Hiring Manager **Dashboard**. Go to the “**Employment Variations**” tab, scroll down to the “**Flexible Working Requests - Awaiting Approval**” box and double click the request (row) that you want to review.

Once you land on the Employee’s Application page

- 1) Click the green “**Review**” button. This will launch the “**Flexible Working Request Form**”.

Example/Screenshot

Employee Name: Ricola Cranberry
Employee ID: 1234

A flexible working request has been raised by the above employee which requires your review. Please see a brief summary below of the request.

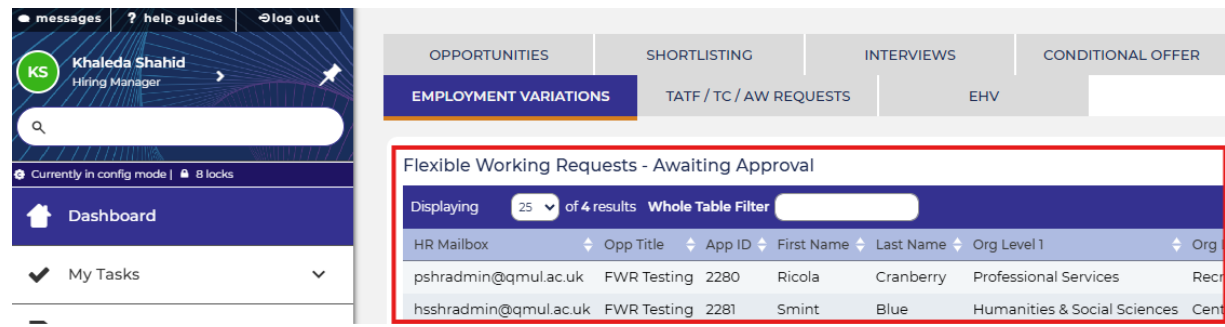
- **Change Applying For** - A change in my working hours
- **Contract Changes Requested** - testing
- **Proposed Effective Date** - 29 September 2024

Please ensure you discuss this request with your Line Manager or the appropriate Senior Manager within your School/Institute/Department before approving or rejecting the request.

If this flexible working request is being approved and is resulting in a change in hours/salary/grade/job title, then you will first need to submit a contract variation request for this change prior to approving the request on Oleeo.

For more details and, to approve or reject this request, please log into **Oleeo**. **It is important you log in with your Hiring Manager profile.**

Please note flexible working requests can only be rejected on one or more of the eight specified business grounds outlined in the [policy](#).



The screenshot shows the Hiring Manager Dashboard with the 'EMPLOYMENT VARIATIONS' tab selected. Below the navigation bar, there is a section titled 'Flexible Working Requests - Awaiting Approval'. It displays a table with 4 results. The first two rows are highlighted in blue, indicating they are selected or active.

HR Mailbox	Opp Title	App ID	First Name	Last Name	Org Level 1	Org
pshradmin@qmul.ac.uk	FWR Testing	2280	Ricola	Cranberry	Professional Services	Recr
hsshadmin@qmul.ac.uk	FWR Testing	2281	Smint	Blue	Humanities & Social Sciences	Cent



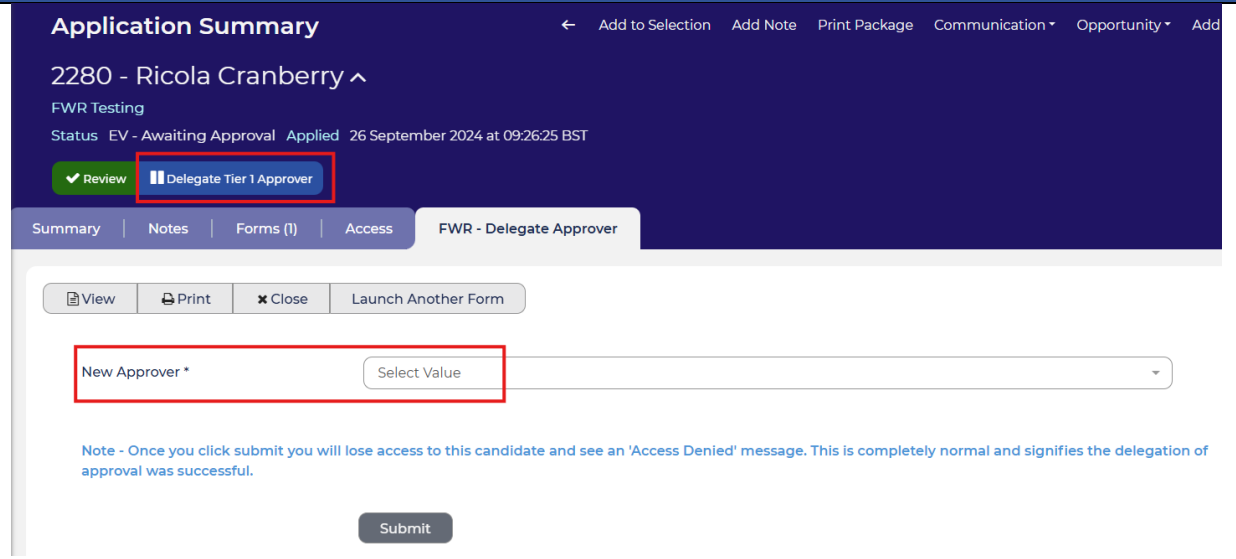
The screenshot shows the 'Application Summary' page for Ricola Cranberry (2280). The application is for 'FWR Testing' and has a status of 'EV - Awaiting Approval' with an applied date of '26 September'. A green 'Review' button is highlighted with a red box, along with a 'Delegate Tier 1 Approver' button.

<p>2) Review the form and discuss the request with your direct manager.</p> <p>3) After discussing the request, return to the form. Complete the “Approver Decision” section within the form and “Submit”.</p>	<p>Approver Decision</p> <p>If this flexible working request is being approved and is resulting in a change in hours/salary/grade/job title, then you will first need to submit a contract variation request for this change prior to completing this form.</p> <p>Date of meeting with Employee *</p> <p>dd mm 2025</p> <p>Every Flexible Working Request must be discussed with the direct line manager's line manager. Please enter your line manager's name in the field below. If their name does not come on the list, then they will need to request a 'Hiring Manager' profile via the IT Servicedesk.</p> <p>Name of your Line Manager *</p> <p>Select Value</p> <p>Job Title of Your Line Manager *</p> <p>Decision *</p> <p>Select</p> <p>Reasons for the decision and factors considered *</p> <p>Confirmed Start Date *</p> <p>DD/MM/YYYY</p>
<p>If the request is:</p> <ul style="list-style-type: none"> - Rejected: the employee will get an automated email with the details that you have submitted on the form. - Approved: a notification will go to the employee with the details of the decision and to the HR Operations team for processing. The employee will get another notification once the HR Operations Team have processed the relevant paperwork. <p>IMPORTANT NOTE: If the HR Operations Team receive the approval by the 1st of the month, then it will be processed for payroll for the same month. Otherwise, the payroll updates will be processed the following month.</p>	

How to delegate approval for a Flexible Working Request

Once you land on the Employee's Application page using one of the methods [above](#),

- 1) Click the blue **"Delegate Tier 1 Approver"** button. This will launch the **"FWR - Delegate Approver"** Form.
- 2) In the **"New Approver"** field, type the name of the manager that you want to delegate the approval request to. Then select their name from the drop-down menu.
- 3) Click **"Submit"**.



Application Summary ← Add to Selection Add Note Print Package Communication Opportunity Add

2280 - Ricola Cranberry ^

FWR Testing

Status EV - Awaiting Approval Applied 26 September 2024 at 09:26:25 BST

Review Delegate Tier 1 Approver

Summary Notes Forms (1) Access FWR - Delegate Approver

View Print Close Launch Another Form

New Approver * Select Value

Note - Once you click submit you will lose access to this candidate and see an 'Access Denied' message. This is completely normal and signifies the delegation of approval was successful.

Submit

Once submitted, a notification will go to the delegated manager to review the request form. This request will no longer be visible on your dashboard and will appear under the delegated manager's dashboard. The delegate will need to follow the steps to review and submit a decision as outlined [above](#).

Note: If the name of the manager does not appear on the list, then they do not have a Hiring Manager profile on Oleo. They will need to email IT Helpdesk to request the profile.