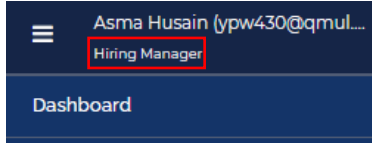
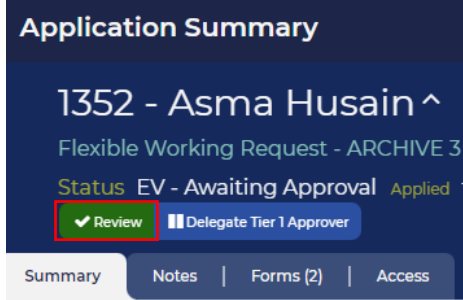
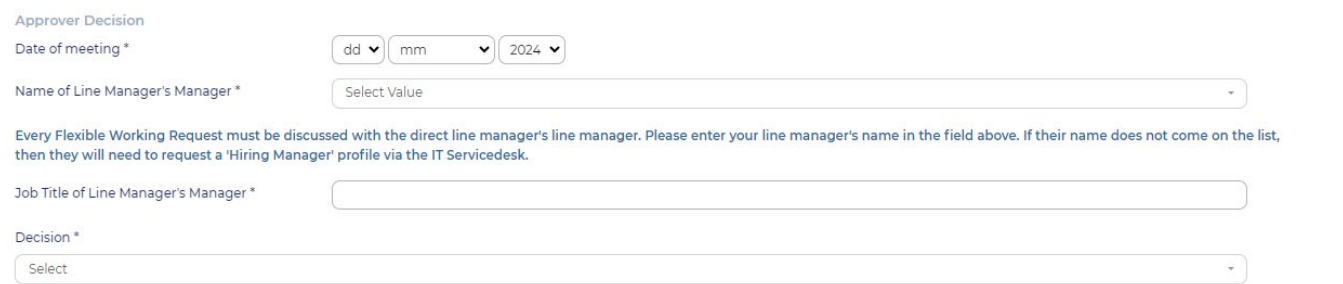



Reviewing Flexible Working Requests - Line Manager Oleeo User Guide

In this guide you will be shown how to:

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

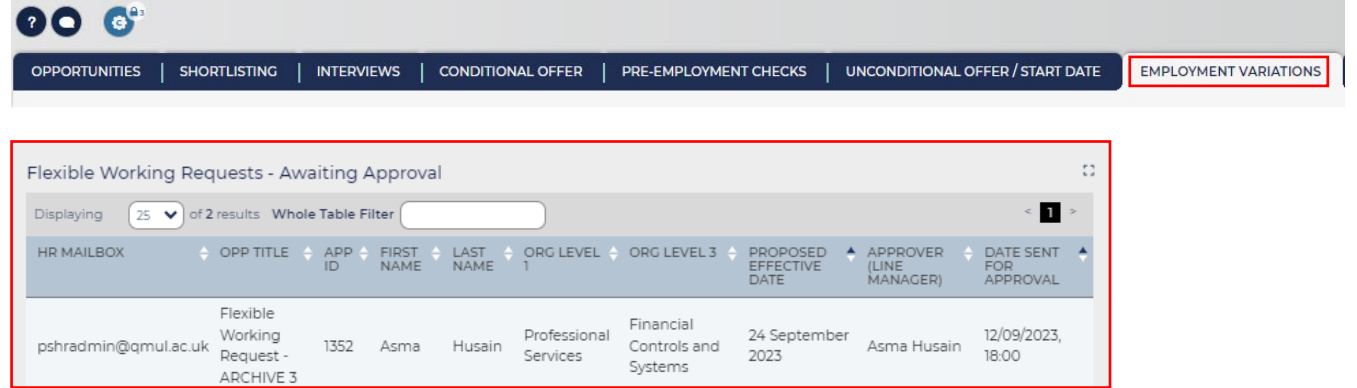
Reviewing a Flexible Working Request	
Important Note: You will need to be logged in on the Hiring Manager profile. There are two ways to access a flexible working request that is awaiting your review.	
STEP	EXAMPLE
<p>Method 1: You will receive an email from Oleeo notifying you that a Flexible Working Request (FWR) is awaiting your approval.</p> <p>Step 1a: Click the “Oleeo” link in the email notification to take you directly to the request form.</p> <p>Note: Provided you are logged in on the “Hiring Manager” profile, you will be taken straight to the Employee’s FWR application page. Your logged in profile can be seen on the top left of your dashboard under your name.</p> <p>Step 1b: Once you land on the Employee’s FWR application page, click the green “Review” button. This will launch the “Flexible Working Request Form”.</p>	<p>Employee Name: A Husain Employee ID: 147852</p> <p>A flexible working request has been raised by the above employee which requires your approval.</p> <p>Please log into Oleeo to review and action.</p> <p>Note - The link above will take you directly to the request.</p> <div style="border: 1px solid #1a3d54; padding: 5px; margin: 10px 0;">  </div> <div style="border: 1px solid #1a3d54; padding: 5px; margin: 10px 0;">  </div>

<p>Step 1c: Review the form and discuss the request with your direct manager.</p> <p>Step 1d: After discussing the request, return to the form. Complete the “Approver Decision” section within the form and “Submit”.</p>	
<p>Method 2: You can access the request by logging into Oleeo. Click on <i>“Log in with single sign on”</i> to log into the system. (You are not required to enter any log in 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>Step 2a: Ensure that you are logged in on the “Hiring Manager” profile and proceed to Step 2b.</p> <p>If you need to change the profile you are on:</p> <ol style="list-style-type: none"> Select your name on the top left of your dashboard. Click “Select Profile”. Tick “Hiring Manager”. Click “Select Profile”. 	

Step 2b: On your Dashboard, select the “[Employment Variations](#)” tab.

Step 2c: Scroll down to the “[Flexible Working Requests - Awaiting Approval](#)” box. You will find all the FWRs awaiting your review here.

Step 2d: Double click the request (row) that you want to review. Then follow [Steps 1b-1d](#) above.



The screenshot shows a navigation bar with tabs: OPPORTUNITIES, SHORTLISTING, INTERVIEWS, CONDITIONAL OFFER, PRE-EMPLOYMENT CHECKS, UNCONDITIONAL OFFER / START DATE, and EMPLOYMENT VARIATIONS (highlighted in red). Below the navigation bar is a section titled 'Flexible Working Requests - Awaiting Approval'. It includes a table with the following data:

HR MAILBOX	OPP TITLE	APP ID	FIRST NAME	LAST NAME	ORG LEVEL	ORG LEVEL 3	PROPOSED EFFECTIVE DATE	APPROVER (LINE MANAGER)	DATE SENT FOR APPROVAL
pshradmin@qmul.ac.uk	Flexible Working Request - ARCHIVE 3	1352	Asma	Husain	Professional Services	Financial Controls and Systems	24 September 2023	Asma Husain	12/09/2023, 18:00

If the request is

- **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.

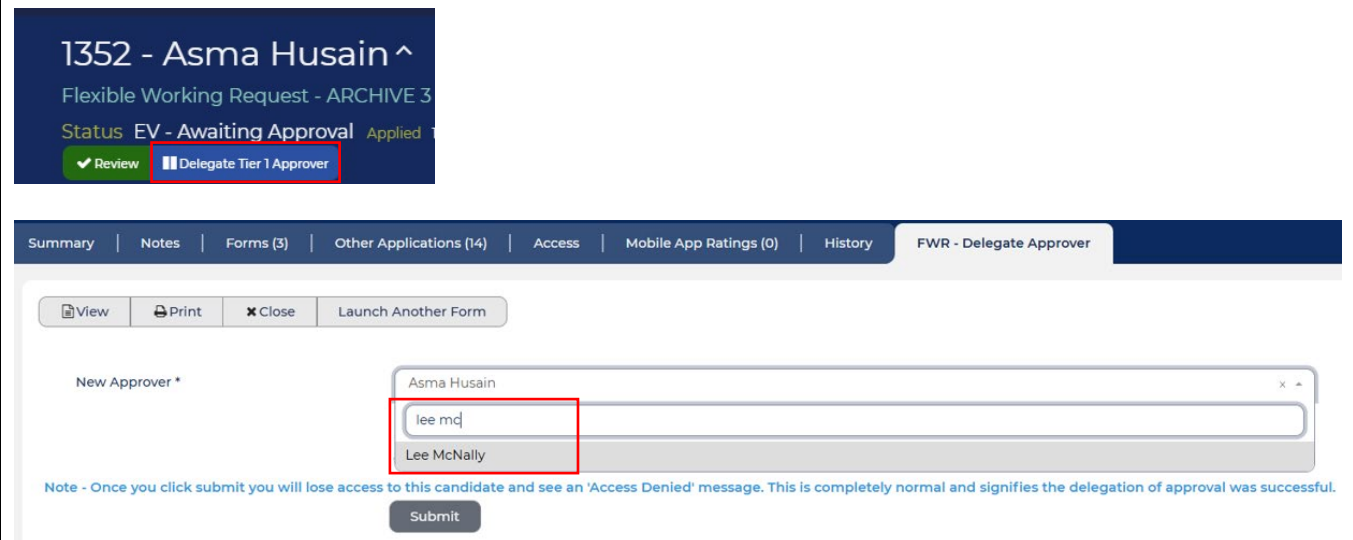
IMPORTANT NOTE: If the HR Operations Team receive the approval by the 1st of the month, then it will be processed for payroll for the same month. Otherwise, the payroll updates will be processed the following month.

How to delegate approval for a Flexible Working Request

Step 1: Once you land on the Employee's flexible working application page using one of the methods [above](#), select the blue **"Delegate Tier 1 Approver"** button. This will launch the **"FWR - Delegate Approver"** Form.

Step 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.

Step 3: Click **"Submit"**.



The screenshot shows the 'FWR - Delegate Approver' form. At the top, it displays '1352 - Asma Husain ^' and 'Flexible Working Request - ARCHIVE 3'. The status is 'EV - Awaiting Approval' with 'Applied' next to it. There are two buttons: 'Review' and 'Delegate Tier 1 Approver', with the latter highlighted by a red box. Below this is a navigation bar with tabs: Summary, Notes, Forms (3), Other Applications (14), Access, Mobile App Ratings (0), History, and FWR - Delegate Approver. The main form area has a 'New Approver *' field with a search bar containing 'Asma Husain'. A dropdown menu is open, showing 'lee mcj' and 'Lee McNally', with 'lee mcj' highlighted by a red box. A 'Submit' button is at the bottom. A note at the bottom of the form reads: '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.'

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 on a flexible working request [above](#).

Please 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 Service desk to request the profile.