Queen Mary University of London

Raising a Temporary Contract Request - Oleeo User Guide

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

- Access Oleeo
- Create a temporary contract request including copying requests
- View, amend and release for approval a request saved as “Draft”
- Give other users access to an opportunity

Throughout this document, the words request and opportunity are used interchangeably.

Important Note: The Temporary Contract template can be used for raising requests for new or additional temporary part year contracts both for set hours or timesheets. This should not be used as a mechanism to avoid following the standard recruitment process to make a fixed term appointment.

For contract variations to temporary contracts, use the “Contract Variation Request” template and follow the “Raising a Contract Request” guidance.

For bulk engagements including TATFs, Demonstrators/Student Ambassadors/Invigilators/ SU casuals/CBME Tutors etc. use the “TATF/Other Bulk Engagement” template and follow the “Raising a TATF/Bulk Engagement Request” guidance.

Mandatory Documentation that must be uploaded to the Oleeo request:

- Individual’s CV
- Verified and original Right to Work documentation
- Personal Details Form
- Job pack /summary of duties*
- Evidence of qualifications that are listed as essential
- 1 x employment reference**

*If the role is brand new or has been significantly altered it must go to the HR job grading panel.

**If the individual is a current Queen Mary student and known to the hiring department, an education reference is not required. However, a note should be added to the additional notes section of the opportunity form to confirm that the individual is a Queen Mary student, known to the department and you are confirming that this appointment is endorsed on that basis. Reference templates are available on the HR website.

<table>
<tr><th colspan="2">Accessing Oleeo</th></tr>
<tr><th>Step/Action</th><th>Example/Screenshot</th></tr>
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To access Oleeo, use this link: https://qmul-jobs.tal.net/vx/saml2 and click on "*Log in with single sign on*" to log into the system.

Note: You must be logged in with a "**Hiring Manager**" profile to be able to create an Opportunity.

When you log into Oleeo, you will be presented with your homepage known as your **Dashboard**.

If you happen to be on a profile other than the Hiring Manager profile, to switch the profile you are on:

i. Select your name in the top left of your dashboard.
ii. Click "**Select Profile**" in the drop down menu.
iii. Tick "*Hiring Manager*".
iv. Click the "**Select Profile**" button.

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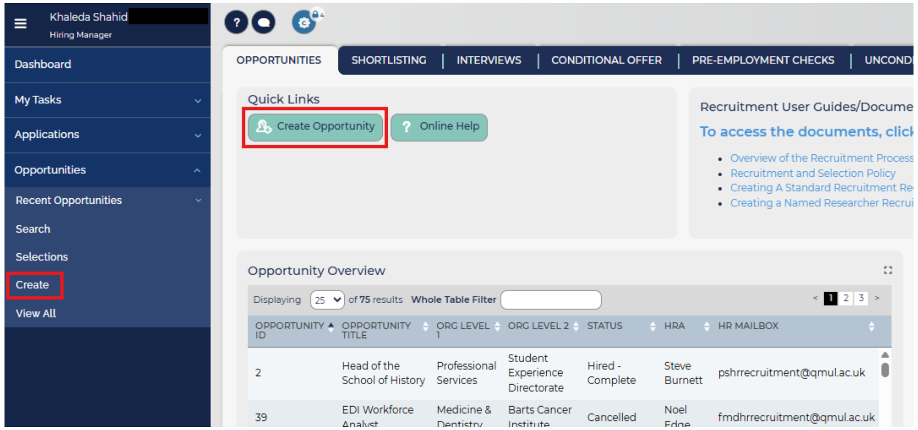
Creating a temporary contract request

1) Select the "**Create Opportunity**" button in the "*Quick Links*" box on your Dashboard which will load the "Create" screen.

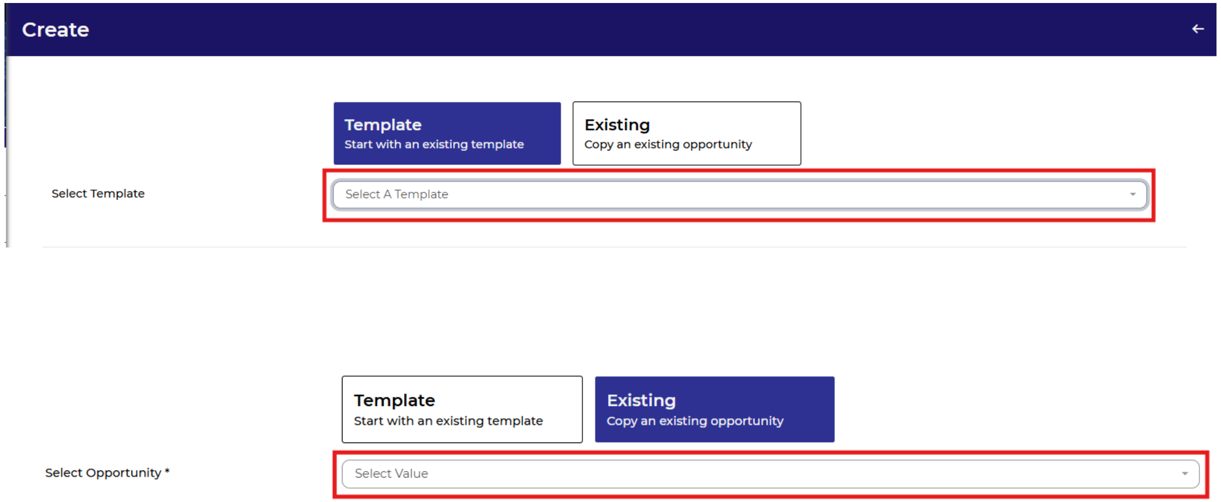
Note: You can also select "**Create**" under the "**Opportunities**" section in the left-hand menu.



2) On the Create screen, choose either to:
   i. Start with an existing template by selecting the "**Template**" tile **or**
   ii. Copy an existing Opportunity by selecting the "**Existing**" tile.

If you select the "**Template**" tile, you will need to select the template you wish to use. Select the **Temporary Contract** template.

If you select the "**Existing**" tile, you will need to enter the Opportunity number you wish to copy in the "**Select Opportunity**" field. This will load a copy of your previously submitted request. You can then proceed to editing the form before submitting.



Last updated: 01 October 2025

3) Enter the "**Job Title**" and "**Proposed Closing Date**". The proposed closing date does not have an impact on the request itself but should be at least 3 months after the creation date.
   "**Creation Date**" is auto populated and should be left as is.

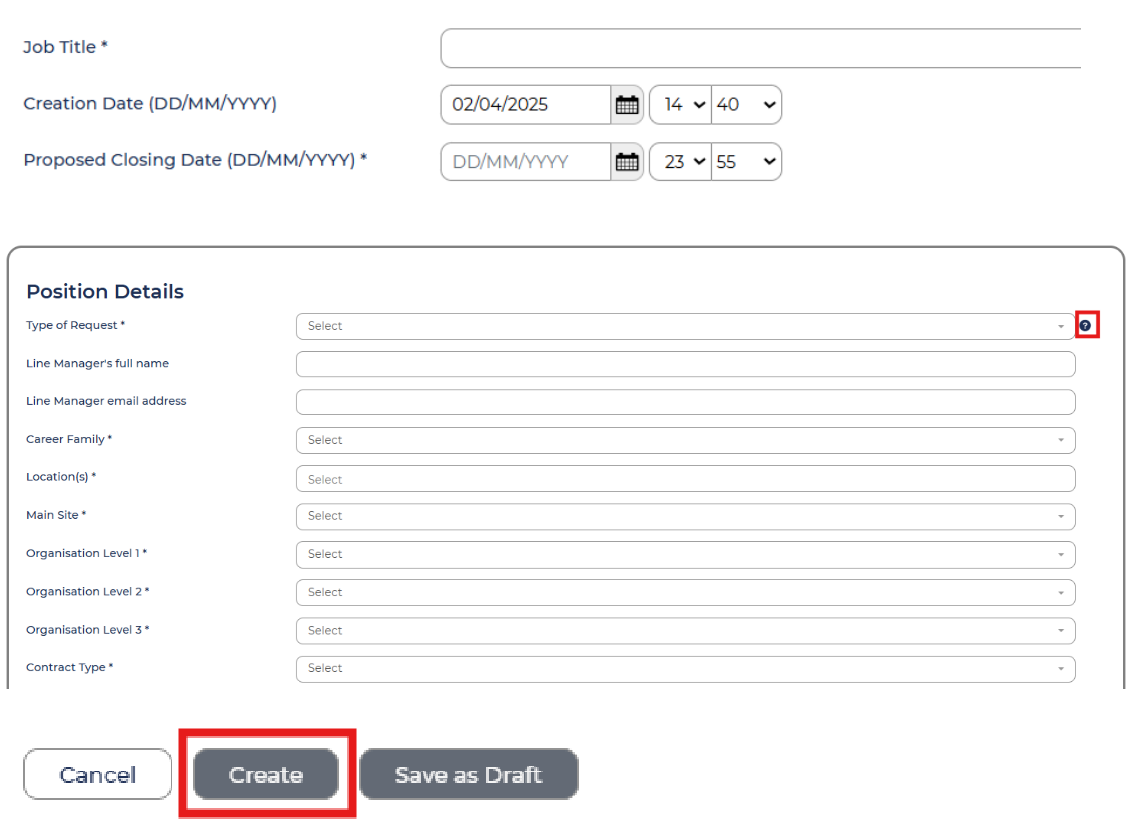
Note: The Job Title should be appropriate to the position you are recruiting into. Once the form is submitted you will not be able to amend the title.

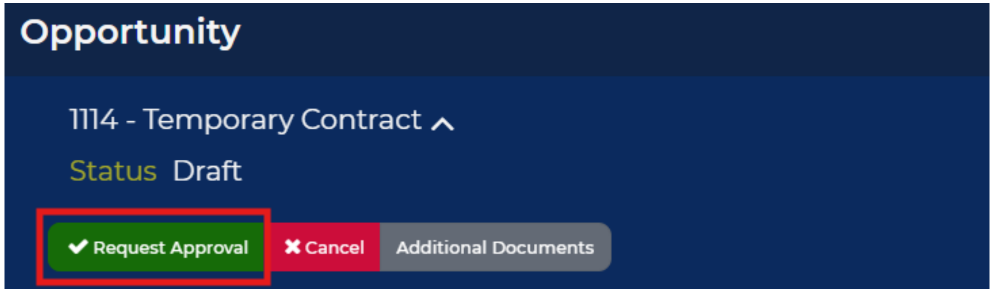
4) Complete the **Position Details**. Mandatory fields are marked with an asterisk (*). The question mark bubbles provide extra help if you hover over them.

5) Upload all the mandatory documents mentioned on the [first page](#) of this guide to the form.

6) Once you are happy with the completed form, click "**Create**".
   If you have missed any mandatory fields and wish to return to the position, click "**Save as Draft**", and follow the "[reviewing and releasing a saved draft](#)" guidance below. Otherwise, continue to Step 6.

7) You will now see the Opportunity ID, Title and Status. Click the green "**Request Approval**" button. Once selected, the status will change to "**Awaiting Tier 1 Approval**" and the Tier 1 Approver will automatically be sent an approval request email. You will also receive an email to confirm that the Opportunity has been submitted for approval.





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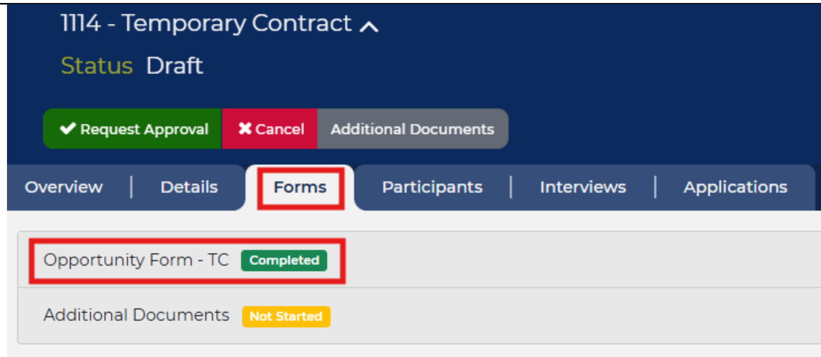
Note: Once you have submitted the form for approval, you will ***not*** be able to make any changes. To review the form before clicking the "**Request Approval**" button, go to the "***Forms***" tab and click on the first row. You will be able to make changes to the form if you need. Ensure you click "**Submit**" at the bottom of the form to save the changes and then click "**Request Approval**".

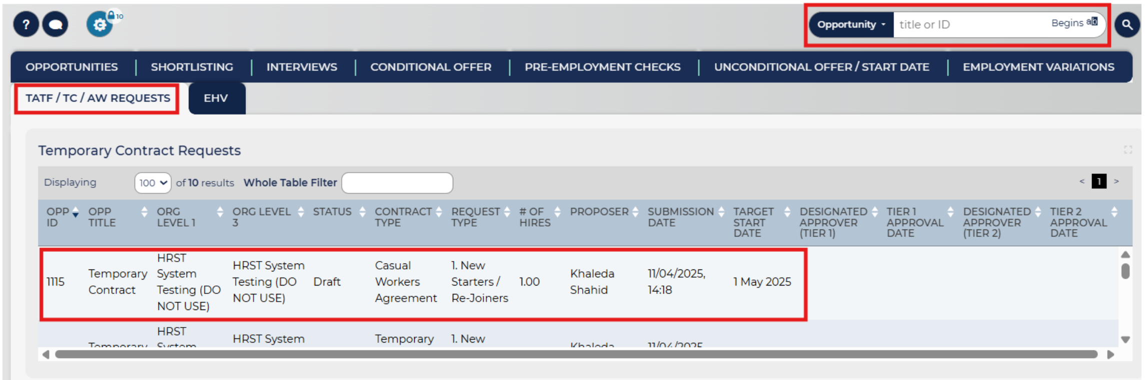
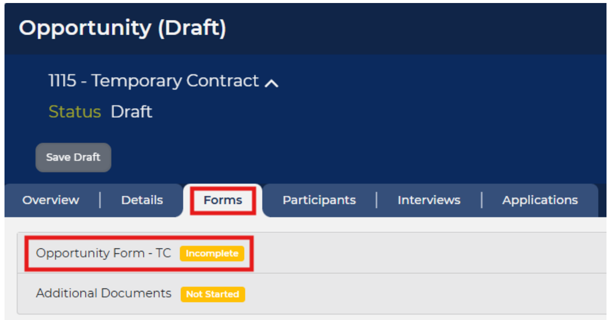
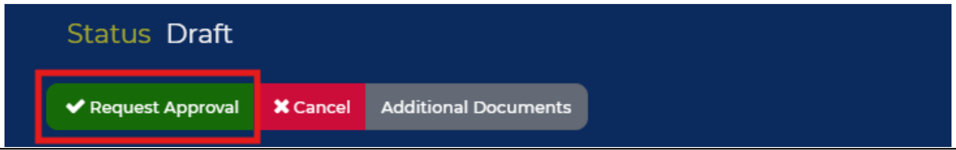


On Oleeo, there is a 2 Tier approval system. The approver workflows are as follows:

- **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).

Once the post has been fully approved, it will go to the relevant HR Recruitment or Operations Team to review and action.

Reviewing a request saved as “Draft” and releasing for approval

Step/Action	Example/Screenshot
1) Locate your draft Opportunity. To do so, you can either: i. Use your **Dashboard** by scrolling down on the “***TATF/TC/AW Requests***” tab to the “**Temporary Contract Requests**” widget and double click on the draft Opportunity you wish to review and edit. **OR** ii. Use the search bar on the top right of your Dashboard ensuring the search parameter is set to “Opportunity” and enter the Opportunity ID.	
2) Once you have landed on the Opportunity page, select the “***Forms***” tab and click on the first row. 3) Review the form and make the necessary changes. 4) Ensure you click “**Submit**” at the bottom of the form to save the changes.	
5) To take the Opportunity out of draft, ready for approval, click the grey “**Save Draft**” button. The status will remain as “**Draft**” but you will be presented with the “**Request Approval**” button.	
6) Click the green “**Request Approval**” button. Once selected, the status will change to “**Awaiting Tier 1 Approval**” and the Tier 1 Approver will automatically be sent an approval request email.	

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To give others access to the Opportunity and Application, you will need to add them to the “***Participants***” tab.

1) On the Opportunity, under the “***Participants***” tab, select “**Add Participant**”.
2) Search for the individual you wish to add in the “**User/Profile**” field and ensure that the “**Category**” matches. It should be a Hiring Manager profile.
3) Tick “**Can View Applications**”.
4) Select “**Add Participant**”.

If an individual does not have the required profile, they will need to contact the **IT Service Desk** to request it.

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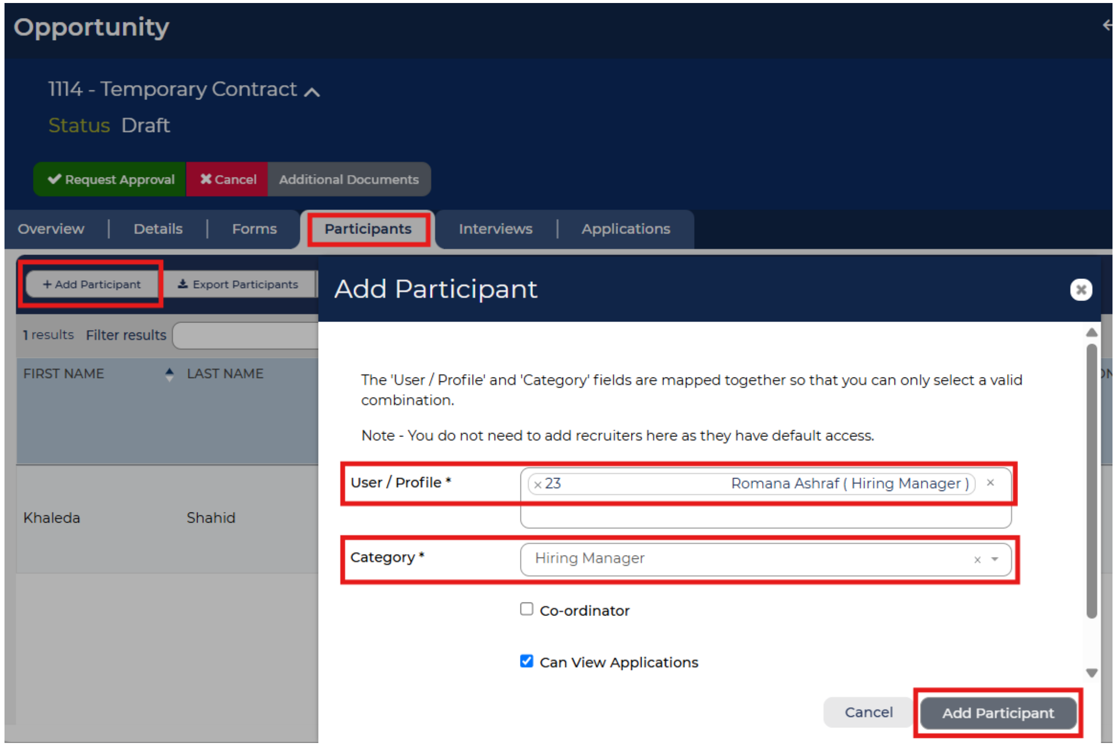

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