



How to view when and why a Staff Request has been rejected

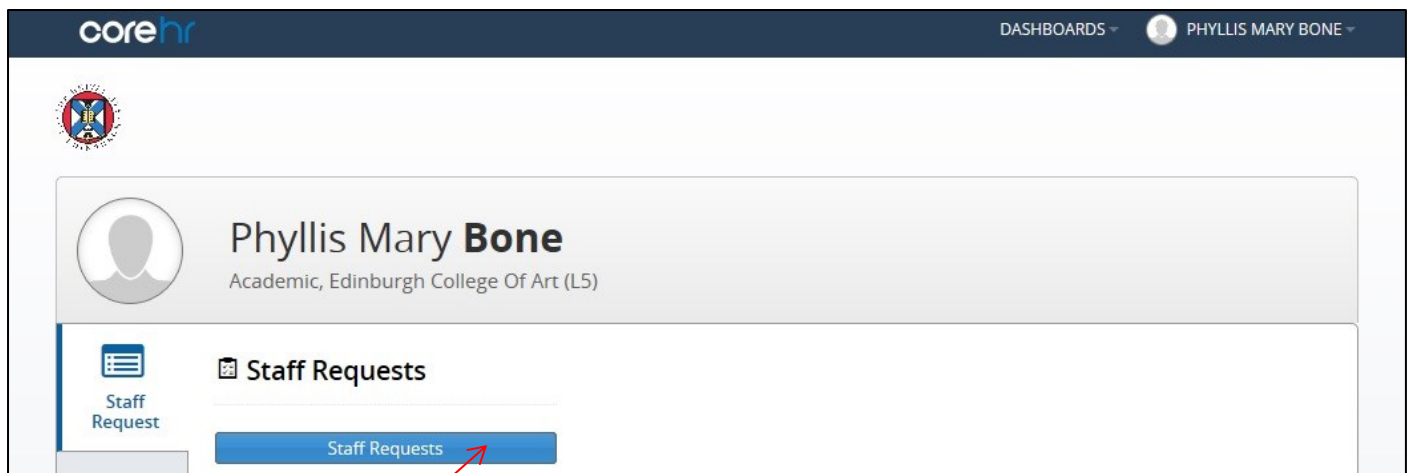
If a Staff Request is rejected, the Originator will be sent a system generated email advising the Staff Request has not been approved.

To view the rejected Staff Request:

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.



Click on **My Requests: Rejected** to view the rejected vacancy.

| Request No. | Status | Request Date | Job Title | Department | Actions |
|-------------|----------|--------------|--------------|-----------------|---------|
| 1306002973 | Rejected | 04-Jun-2013 | Test Vacancy | Human Resources | |

Then click on the icon.

The rejected staff request will open.

Scroll to the bottom to see which approver rejected the request and what the reason was.

| Approval History (Rejected) | | | |
|-----------------------------|----------------|----------------------|------------------|
| Status | Action By | Date/Time | Comments |
| Submitted | THE ORIGINATOR | 04-Jun-2013 11:24:41 | |
| Approved | 1ST APPROVER | 04-Jun-2013 11:32:50 | |
| Rejected | 2ND APPROVER | 04-Jun-2013 11:33:23 | change cost code |

The status shows rejected

Which Approver rejected

Why it was rejected

If an Approver has rejected a Staff Request and has provided feedback on required amendments, the Originator can copy the rejected Staff Request, then amend the copied staff request and submit. The rejected staff request would just stay in the **My Requests: Rejected** section for historical purposes.

| Planned | 0 |
|-----------|---|
| Submitted | 0 |
| On-Hold | 0 |
| Approved | 1 |
| Completed | 4 |
| Rejected | 1 |
| All | 6 |

| My Requests : Rejected | | | |
|------------------------|----------|--------------|--------------|
| Request No. | Status | Request Date | Job Title |
| 1306002973 | Rejected | 04-Jun-2013 | Test Vacancy |