



How to view a submitted but not yet approved Staff Request

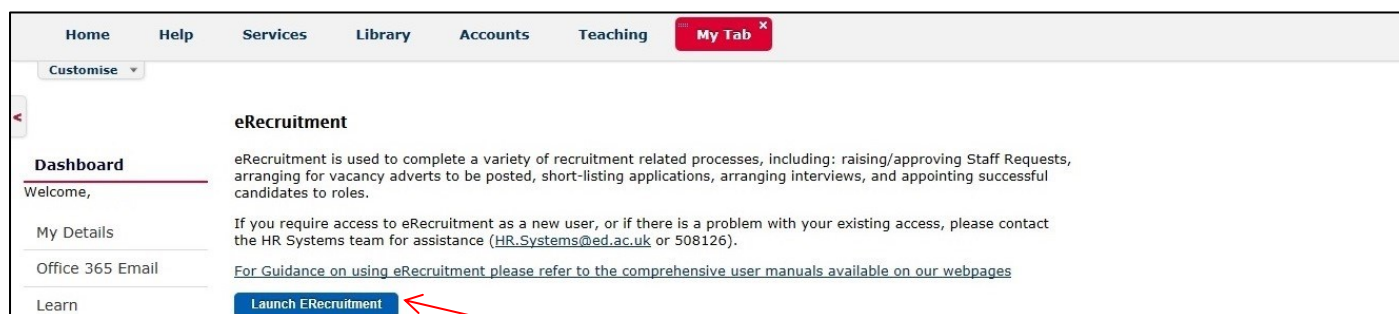
Once a Staff Request has been submitted, a system generated email is sent to the 1st Approver advising a staff request requires their approval.

Once the 1st Approver has approved the Staff Request, a system generated email is sent to the 2nd Approver, advising a staff request requires their approval.

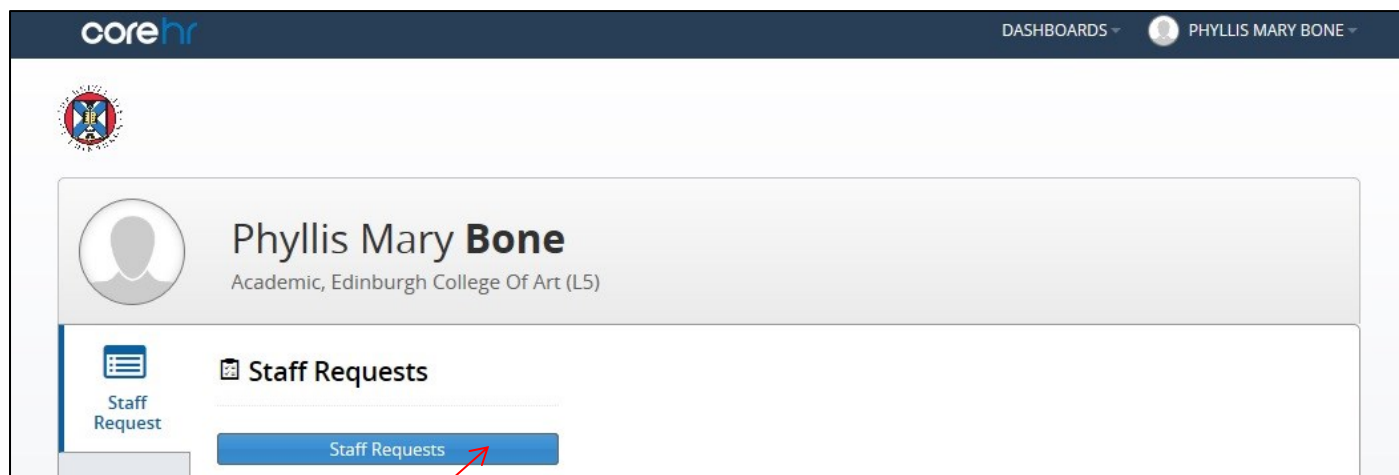
After a Staff Request has been approved by both Approvers, the Originator will receive a system generated email advising the request is approved and Local HR will contact the Originator with a Vacancy ID number. Similarly, if an Approver rejects the Request, the Originator will receive a system generated email advising request has been denied.

It is possible to view but not edit a submitted Staff Request. If you want to edit a Staff Request, it would be best to make a copy of the request. Edit the copied request and then submit.

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 **Submitted**

My Requests

You have created 0 staff requisitions and 1 are awaiting approval

Breakdown of Requests



Planned	0
Submitted	1
On-Hold	0
Approved	0
Completed	3
Rejected	0
All	4

Search Criteria

Status: Request Date From: To:

Search Text:

My Requests : Submitted

Request No.	Status	Request Date	Job Title	Department	Actions
1306002970	Submitted	03-Jun-2013	Test Vacancy	Human Resources	 

Click on the  icon

Scroll to the bottom of the request where you will find the Approval History section.

Within this section, the Originator can view comments and check where the Staff Request is in the approval process.

You can see in this example, the 1st Level Approver has not yet approved.

Approval History (Submitted)			
Status	Action By	Date/Time	Comments
Submitted	The Originator	03-Jun-2013 02:15:53	
Pending	Department: 1st Approver		

In this example, the 1st Level and 2nd Level approval has been completed.

Approval History (Approved)			
Status	Action By	Date/Time	Comments
Submitted	ORIGINATOR	15-Jun-2016 03:13:06	
Approved	1st LEVEL APPROVER	15-Jun-2016 03:17:27	
Approved	2nd LEVEL APPROVER	26-Jul-2016 11:13:06	This has been approved by the 2nd Level approver