



How to verify if a Staff Request has been converted to a Vacancy

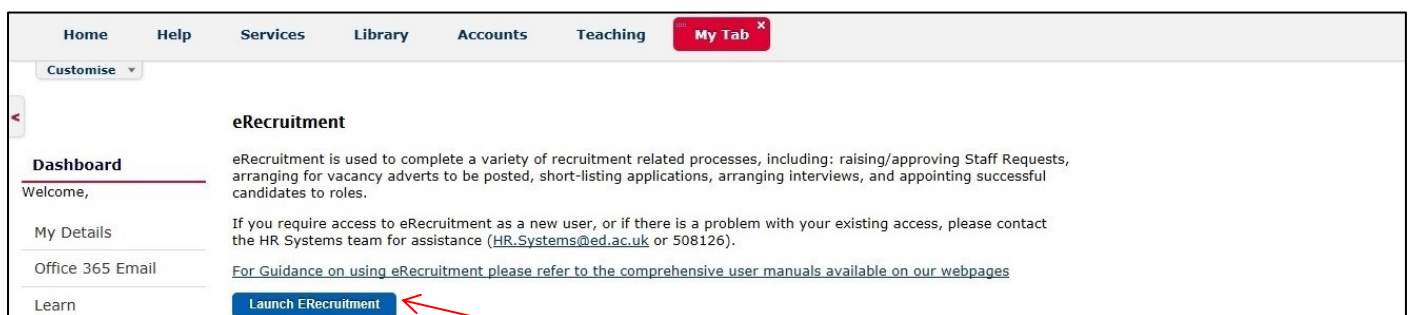
After a Staff Request has been approved by both the 1st and 2nd level approvers, the Originator will receive a system generated email to advise the staff request has been approved.

The HR Systems will then create the Vacancy Reference number. After the Vacancy Reference number has been created, a system generated email is sent to Local HR, advising the Vacancy has been created. The Local HR team will scrutinise the request and then advise the Originator of the Vacancy Reference number.

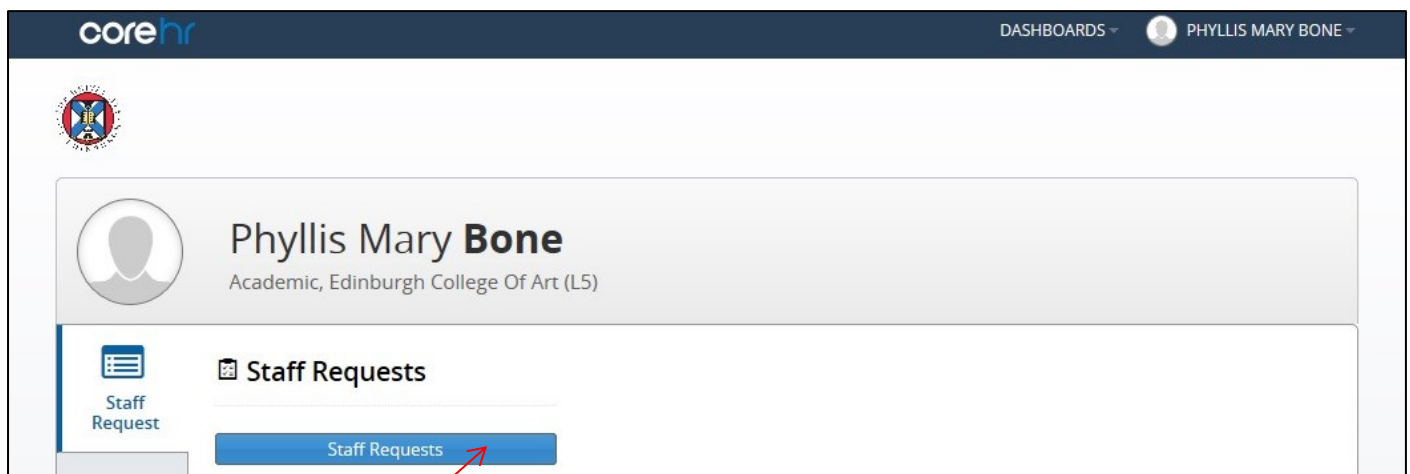
This may take 2-3 working days.

The Originator can also view the progress to see if the Staff Request has been converted to a vacancy.

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.


My Requests
 You have created 0 staff requisitions and 0 are awaiting approval
Breakdown of Requests
 Planned 0
 Submitted 0
 On-Hold 0
 Approved 0
Completed 4
 Rejected 0
 All 4

Search Criteria
 Status Request Date From To
 Search Text
 Search Clear

My Requests : Complete

Request No.	Status	Request Date	Job Title	Department	Actions
1304002752	Complete	18-Apr-2013	HR System Assistant	Dcc	 
1304002735	Complete	25-Apr-2013	HR System Assistant	Human Resources	 
1305002791	Complete	01-May-2013	Test Vacancy	Human Resources	 
1306002970	Complete	03-Jun-2013	Test Vacancy	Human Resources	 

Click on Completed

Then click on the  icon.

The Staff Request will open.

Scroll to the bottom of the Staff Request and you can view the Approval History.

If the Approval History is showing **Complete**, it means the staff request has been approved and the Vacancy ID has been created.

Approval History (Complete)			
Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	03-Jun-2013 02:15:53	
Approved	1ST APPROVER	03-Jun-2013 04:35:48	
Approved	2ND APPROVER	03-Jun-2013 04:36:42	

If your Staff Request is sitting in the **My Requests: Approved**, this would indicate the Staff Request has been approved, but the Vacancy ID has not been created.

My Requests
 You have created 0 staff requisitions and 0 are awaiting approval
Breakdown of Requests
 Planned 0
 Submitted 0
 On-Hold 0
 Approved 1
Completed 4
 Rejected 0
 All 5

Search Criteria
 Status Request Date From To
 Search Text
 Search Clear

My Requests : Approved

Request No.	Status	Request Date	Job Title	Department	Actions
1306002972	Approved	04-Jun-2013	Test Vacancy	Human Resources	