

How to access a Staff Request once it has been saved or submitted

Log in to MyEd <u>www.myed.ed.ac.uk</u> and open the eRecruitment channel.

Home	Help	Services	Library	Accounts	Teaching	My Tab ×			
Customise *									
<		eRecruitment							
Dashboard Welcome,		eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.							
My Details		If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (<u>HR.Systems@ed.ac.uk</u> or 508126).							
Office 365 Email	1	For Guidance on using eRecruitment please refer to the comprehensive user manuals available on our webpages							
Learn		Launch ERec	ruitment						

Click on the Launch eRecruitment button.

corehr		DASHBOARDS	PHYLLIS MARY BONE -
(2)			
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Staff Request	Staff Requests		

Click on the Staff Requests button.

The default screen will be **My Requests: Planned** If you have any staff requests that have been started and not yet submitted, then they will show in this screen

If for any reason these do not display automatically,	My Requests You have created 0 staff requisitions and 1 are awaiting approval Breakdown of Requests Planned	1	 Search Criteria Status Search Text 	Select Status	Sea	Request Date From		To		•
	Submitted	1	👫 My Requests : Planned 🗸 🗸 🗸							
CIICK ON	On-Hold	0	Request No.	Status	Request Date	Job Title	Department		Actions	
Planned	Completed	3	1306002971	Planned	03-Jun-2013	test vacancy	Human Resources		> 🛛 🗟 🗙	-
	Rejected	0							1	
	All	5								
To view / edit your staff request, click the $$ icon. The Staff Request will then open and you will be able to view/ edit as required.					T is b io	o delete a Staff R s partially comple submitted, the con.	equest wh ted or yet n click the	iich to X		

Click **OK** and then **OK** again.