

## How to create a new Staff Request

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 💌						
<		eRecruitme	nt			
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 Ema	ail	For Guidance	on using eRecru	uitment please re	fer to the comp	rehensive user manuals available on our webpages
Learn		Launch ERec	ruitment			

## Click on the Launch eRecruitment button.

corehr		DASHBOARDS	PHYLLIS MARY BONE -
	Phyllis Mary Bone Academic, Edinburgh College Of Art (L5)		
Staff Request	Staff Requests		

Click on the Staff Requests button.

	Staff Requests						Powered By CC	ore
	My Requests 👻	😻 Search Criteria						•
	You have created 0 staff requisitions and 0 are awaiting	Status Search Text	Select Status	*	Request Date From		то	
An additional window will open.	Breakdown of Requests	Scaren rexe	1	Search	Clear			
	Planned 0 Submitted 0	👯 My Requests : Pla	anned					-
Click on Create New Request	On-Hold 0 Approved 0	Request No.	Status	Request Date	Job Title	Department	Actions	*
	Completed 3 Rejected 0							
	All 3							
	New Request							
	Select this option to create a new staff request							
	My Approvals 👻							
	You have 0 items awaiting approval. To view approvals select My Outstanding							
	Breakdown of Approvals							
	All Approved 0							
	All Outstanding 0 All On-Hold 0							
	All Rejected 0							<b>Y</b>



A new Staff Request will open.

My Requests	▼ 💽 New Request - 1306002969		Requ
You have created 0 staff requisitions and 0 are awaiting approval Breakdown of Requests Planned Submitted On-Hold Approved Completed	Grading Approval Number Organisational Structure University * University * Support Grp/ College * Planning Unit/School * Department * Location	University Of Edinburgh University Of Edinburgh Select Support Grp/ College Select Planning Unit/School Select Department Select Location	

The system issues a unique Staff Request (**New Request**) number for each Staff Request raised.

NB: It may be useful to take a note of this to identify your Staff Request at a later stage.

Complete each field of the Staff Request as appropriate. Please note that all fields marked with a [\*] are mandatory and must be completed in order to save and submit the Request for approval.

Please note that some of the details entered on the Staff Request will feed through to the vacancy advert.

Some of the fields within the Staff Request require you to select an item from a pick-list.

To do this, click on the **magnifying glass** icon.

Select a Locatio	n	
Search:	R	

Type the name (or part of the name) of the option you are looking for into the Search box

Then click on the magnifying glass

Alternatively, you can choose from a list if this is populated.