



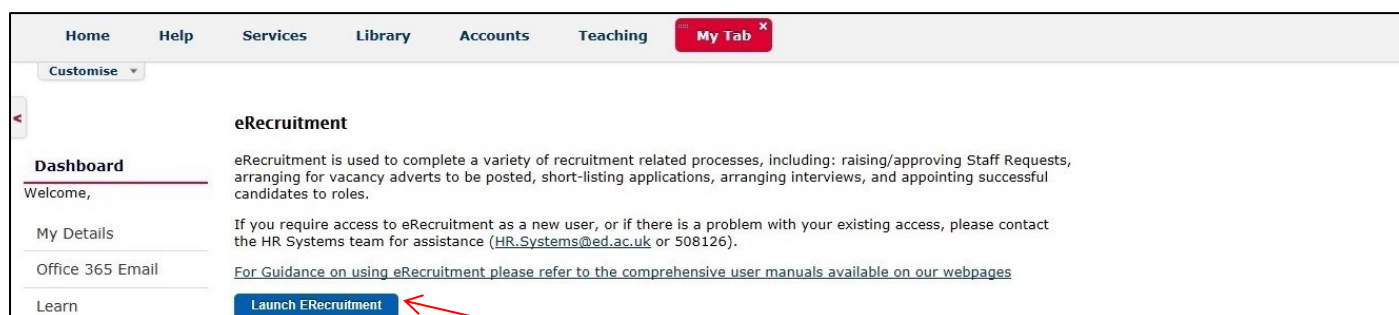
How to copy a Staff Request

A Staff Request can be copied from an existing Staff Request by the same Originator.

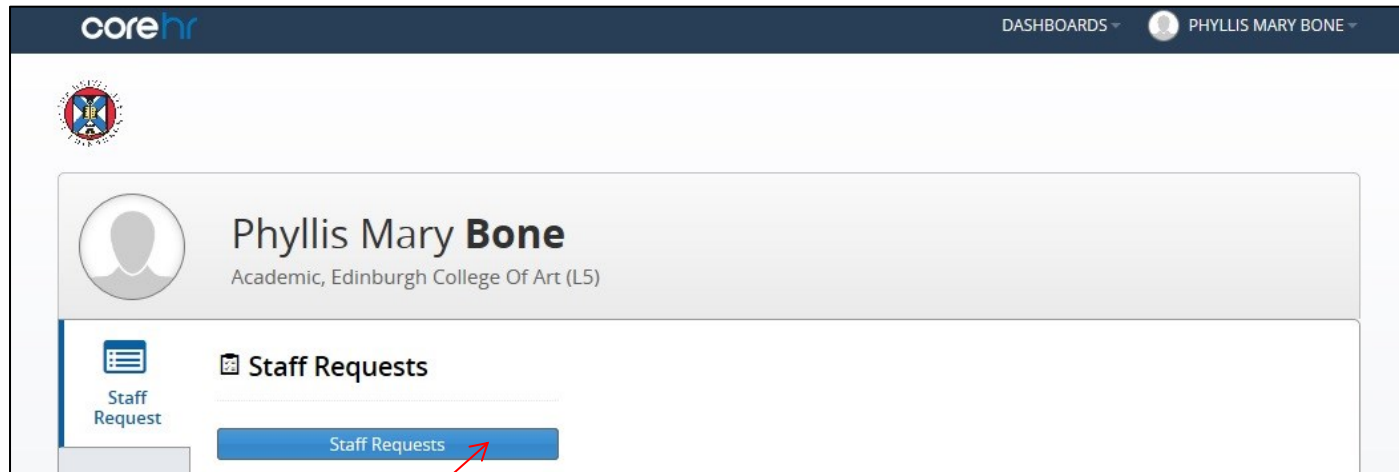
It's not possible to copy a staff request from a fellow Originator.

Additionally, if an Approver has rejected a Staff Request, and has provided feedback on amendments that need to be made, the Originator can copy the rejected Staff Request and submit the amended copy

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

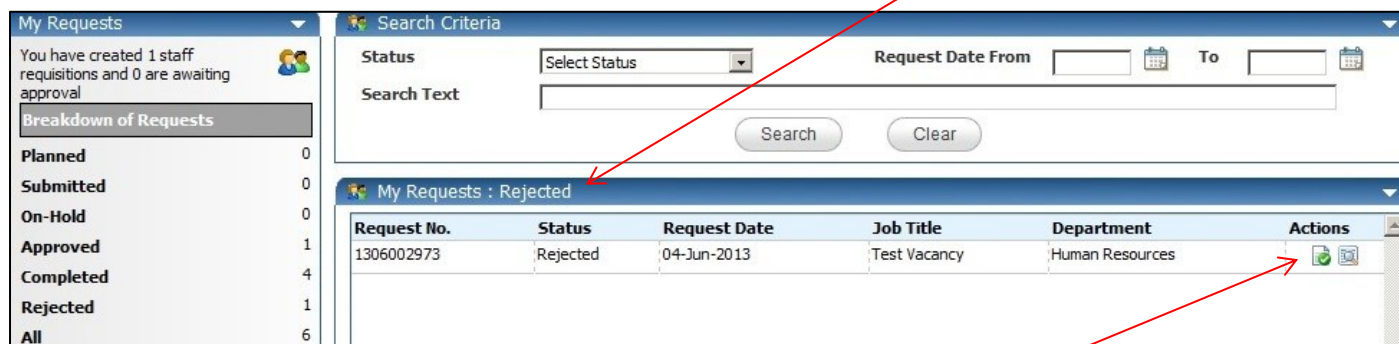


Click on the **Launch eRecruitment** button.





Click on the **Staff Requests** button.

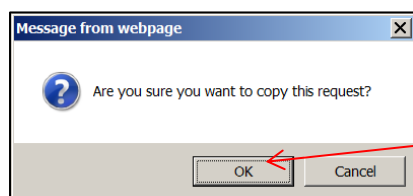
In this instance, we are looking at a rejected staff request in the **My Requests: Rejected** section



The screenshot shows the 'My Requests' section with a 'Breakdown of Requests' on the left and a 'My Requests : Rejected' table on the right. The table contains one row for a rejected request.

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

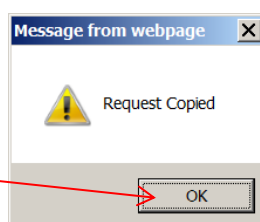
Copy the staff request by clicking on the  icon.



A confirmation message will appear. Click OK.

The action is complete.

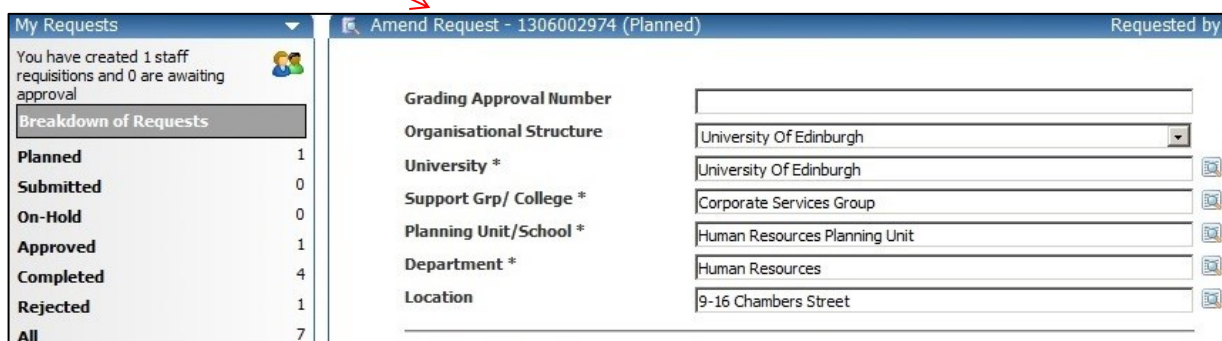
Click OK.



Click OK.

Wait for 10 – 15 seconds until the new staff request which has all the same details as the rejected staff request is generated and loaded on your screen.

The new staff request will show as **Amend Request** and have a new staff request number.



The screenshot shows the 'Amend Request' form for request 1306002974. The form contains various fields for request details.

Field	Value
Grading Approval Number	
Organisational Structure	University Of Edinburgh
University *	University Of Edinburgh
Support Grp/ College *	Corporate Services Group
Planning Unit/School *	Human Resources Planning Unit
Department *	Human Resources
Location	9-16 Chambers Street

The new staff request will be held in your **My Requests: Planned** section.

NB: Please scroll to bottom of screen and save your changes.