



APPROVER USER GUIDE

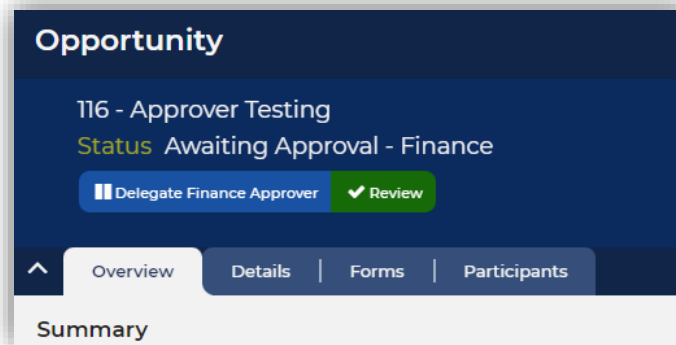
This guide will assist you with approving new vacancy requests and offers. There are two approval stages set up in Oleeo.

Approval 1 – Finance or JRMO (depending on the source of funding)

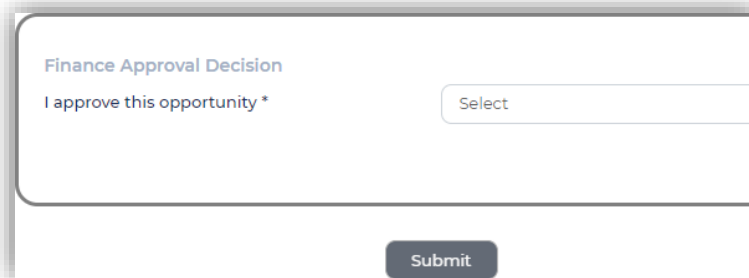
Approval 2 – Faculty Director of Operations/Professional Service Department Director

GUIDE 1	
APPROVING A REQUEST (Vacancies and Offer Approvals)	
Step	Example
<p>Oleeo supports single sign-on and you can access the system via the following link and Click “<i>Log in with single sign on</i>”.</p>	<p>https://qmul-jobs.tal.net/saml2</p> 
<p>When a vacancy is ready for approval, you will receive an email notification from noreply@qmul.tal.net to notify you of the position request.</p> <p>To access the system, click on the “Oleeo” link in the email which will take you directly to the request in Oleeo.</p>	

When you land in Oleo, you will need to select the green **“Review”** button. This will take you to the request form that the Hiring Manager completed.

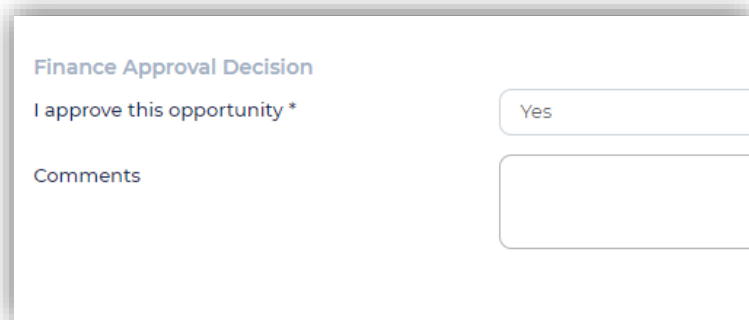


Check all the details of the position request and then **“Approve”** or **“Decline”** the request in the last section at the end of the page. **Note:** this section will state ‘Finance Approval Decision’ or ‘Director Approval Decision’ depending on your approver role.



Then click **Submit**.

Please note, for requests that do not have a budget code indicated, Finance should add a holding budget code in the comments section.



Once Finance has approved the request, it will go to the ‘Director’ level authoriser to approve. They will receive the same notification from noreply@qmul.tal.net. The Director approver will need to follow the same steps as above to approve the vacancy and click submit.

If there is a rejection at any point, the Hiring Manager will receive a notification and the approval process will need to start again.

Once the Director approves the vacancy, an email notification will go to the HR Recruitment team to begin the advertising process.

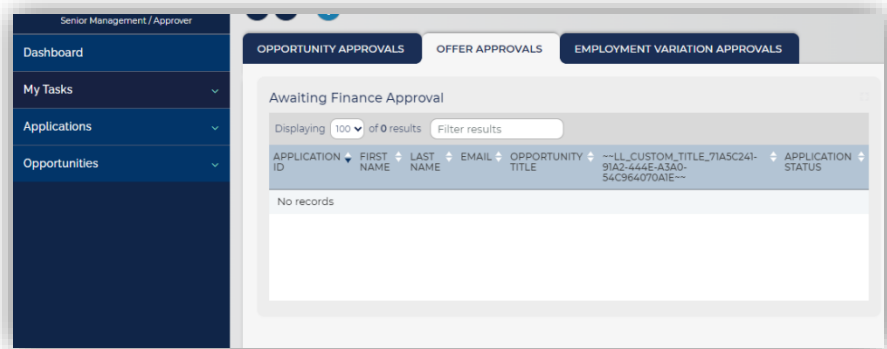
The Hiring Manager will be able to see the comments provided and the approval outcome on their Dashboards.

NOTE: If you are approving offers made to successful candidates, please follow the same steps as outlined above.

You can also view your outstanding approvals by logging into Oleo (<https://qmul-jobs.tal.net/saml2>) and view your dashboard.

“**Opportunity approvals**” tab includes all new recruitment requests.

“**Offer Approvals**” tab includes all offers that require your approval.



Note: To be able to view and approve a request in Oleo you must have the relevant ‘Approver Profile’ set up within your Oleo account. If you do not see approval related pages in Oleo, then you must ensure your profile is logged in as “**Senior Management/Approver**” profile. You can view your logged-in profile by referring to the top left-hand side of your screen under your name.

If you need to change your profile, you can do this by clicking “**Select Profile**” and selecting the “**Senior Management/Approver**” profile.

