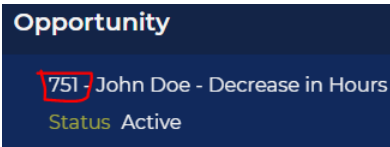
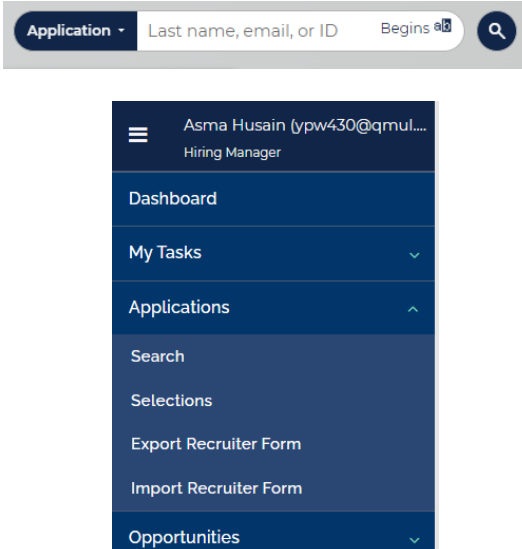
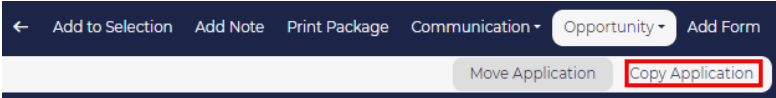
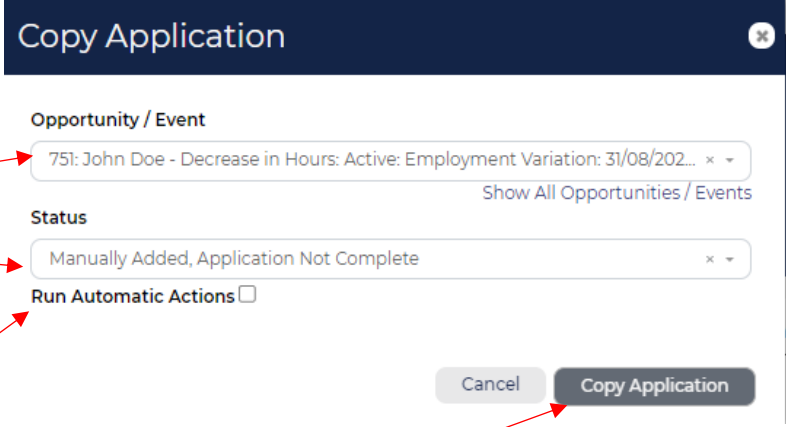
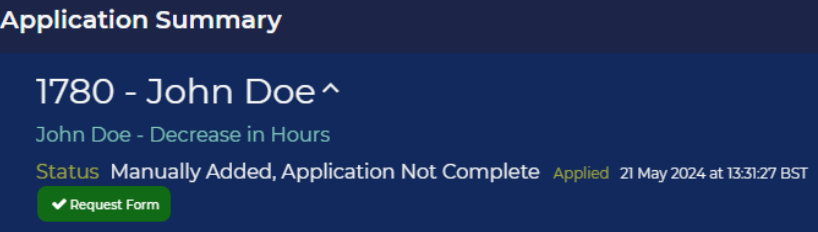
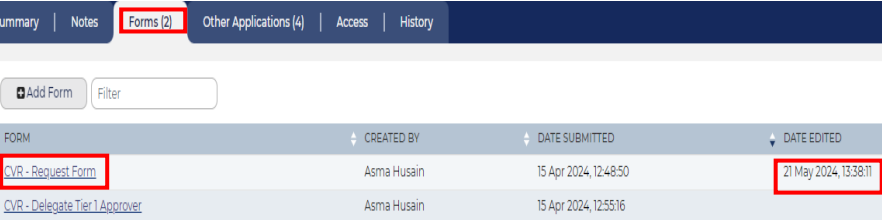


OLEEO – LINE MANAGER USER GUIDE

GUIDE	
SUBMITTING A CONTRACT VARIATION REQUEST FORM	
In this guide you will be shown how to copy over details from a previously-submitted Contract Variation Form into a new one.	
STEP	EXAMPLE
<p>Create the ‘Opportunity’ which would act as your placeholder. Your new Contract Variation Request (or the ‘Application’) will then be created on top of this placeholder.</p> <p>Follow the first 7 steps from the ‘Raising a Contract Variation Request’ guide.</p> <p>Stop after you have clicked the ‘Activate’ button.</p>	<p>Employment Variation Guides - Human Resources (qmul.ac.uk)</p>
<p>Make a note of the Opportunity ID.</p> <p>In this case, it is Opp ID 751.</p>	
<p>Find the previously submitted CVR that you wish to copy into this new request form by either:</p> <ol style="list-style-type: none"> using the old App ID number in the ‘Search’ bar at the top right. Make sure to change the search parameter to ‘Application’. Or using the ‘Applications’ button in the left-hand menu and clicking ‘Search’. <p>This will give you a list of all of your submitted requests.</p>	

<p>Open the CVR that you want to copy and click 'Opportunity' at the top right corner of the banner. Then click 'Copy Application'.</p>													
<p>Enter the Opp ID in the 'Opportunity / Event' field in the box that comes up.</p> <p>Select the relevant Opp ID that you need to copy this old CVR across to.</p> <p>Select 'Manually Added, Application Not Complete' under 'Status' field.</p> <p>Untick 'Run Automatic Actions'. (Please Note: this is a very important step otherwise emails will go out to individuals related to the old CVR).</p> <p>Click 'Copy Application'.</p>													
<p>You will now have your new pre-populated CVR.</p> <p>Note that the status of the CVR is 'Application Not Complete' which means you have to complete and submit the form.</p> <p>Click 'Request Form' and review/edit form as necessary.</p>													
<p>Click 'Submit'.</p> <p>The status will now be 'Awaiting Tier 1 Approval'</p> <p>Note that when you click into the 'Forms' tab, you will see the older forms as well. Disregard these older forms for the purposes of this new request. The new form that has been submitted can be</p>	 <table border="1"> <thead> <tr> <th>FORM</th> <th>CREATED BY</th> <th>DATE SUBMITTED</th> <th>DATE EDITED</th> </tr> </thead> <tbody> <tr> <td>CVR - Request Form</td> <td>Asma Husain</td> <td>15 Apr 2024, 12:48:50</td> <td>21 May 2024, 13:38:11</td> </tr> <tr> <td>CVR - Delegate Tier 1 Approver</td> <td>Asma Husain</td> <td>15 Apr 2024, 12:55:16</td> <td></td> </tr> </tbody> </table>	FORM	CREATED BY	DATE SUBMITTED	DATE EDITED	CVR - Request Form	Asma Husain	15 Apr 2024, 12:48:50	21 May 2024, 13:38:11	CVR - Delegate Tier 1 Approver	Asma Husain	15 Apr 2024, 12:55:16	
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pinpointed by looking at the
'**Date Edited**' column.

The form will now go through the standard two-step approval process. You will receive a notification when the request is approved at final tier and after the Hr Operations team has completed the process from their end.

If the Request is approved, the relevant paperwork will be drawn-up and sent to the employee by the HR Operations Team, as applicable.