## **OLEEO – LINE MANAGER USER GUIDE**

GUIDE		
SUBMMITTING 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	
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.	Employment Variation Guides - Human Resources (qmul.ac.uk)	
Follow the first 7 steps from the <b>'Raising a Contract Variation Request'</b> guide.		
Stop after you have clicked the <b>'Activate'</b> button.		
Make a note of the Opportunity ID. In this case, it is Opp ID 751.	Opportunity 751 - John Doe - Decrease in Hours Status Active	
<ul> <li>Find the previously submitted CVR that you wish to copy into this new request form by either:</li> <li>1. using the old App ID number in the 'Search' bar at the top right. Make sure to change the search parameter to 'Application'.</li> <li>2. Or using the 'Applications' button in the left-hand menu and clicking 'Search'. This will give you a list of all of your submitted</li> </ul>	Application • Last name, email, or ID Begins © Asma Husain (ypw430@qmul Hiring Manager Dashboard My Tasks ~ Applications ~ Search Selections Export Recruiter Form Import Recruiter Form	
requests.	Opportunities	

Open the CVR that you want to copy and click <b>'Opportunity'</b> at the top right corner of the banner. Then click <b>'Copy</b> Application'.	Add to Selection Add Note Print Package Communication • Opportunity • Add Form      Move Application     Copy Application
Enter the Opp ID in the <b>'Opportunity / Event'</b> field in the box that comes up.	Copy Application
Select the relevant Opp ID that you need to copy this old CVR _ across to.	Opportunity / Event 751: John Doe - Decrease in Hours: Active: Employment Variation: 31/08/202 × * Show All Opportunities / Events Status
Select 'Manually Added, Application Not Complete' under 'Status' field.	Manually Added, Application Not Complete × + Run Automatic Actions
Untick <b>'Run Automatic</b> Actions'. (Please Note: this is a very important step otherwise emails will go out to individuals related to the old CVR).	Cancel Copy Application
Click 'Copy Application'.	
You will now have your new pre-populated CVR. Note that the status of the CVR is <b>'Application Not</b> <b>Complete'</b> which means you have to complete and submit the form. Click <b>'Request Form'</b> and review/edit form as necessary.	Application Summary 1780 - John Doe ^ John Doe - Decrease in Hours Status Manually Added, Application Not Complete Applied 21 May 2024 at 13:31:27 BST V Request Form
Click 'Submit'.	
The status will now be <b>'Awaiting Tier 1 Approval'</b>	Summary   Notes Forms (2) Other Applications (4)   Access   History
Note that when you click into the ' <b>Forms</b> ' 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	FORM     CREATED BY     DATE SUBMITTED     DATE EDITED       CVR - Reguest 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

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 the test of test o	e relevant paperwork will be drawn-up and sent to the employee by ne HR Operations Team, as applicable.