


REVIEWING FLEXIBLE WORKING REQUESTS LINE MANAGER USER GUIDE

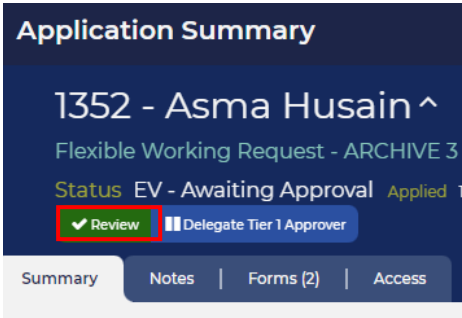
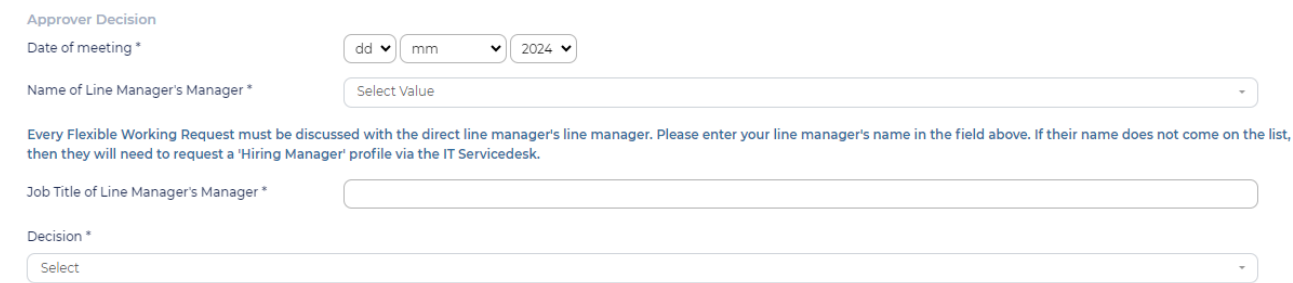

REVIEWING A FLEXIBLE WORKING REQUEST

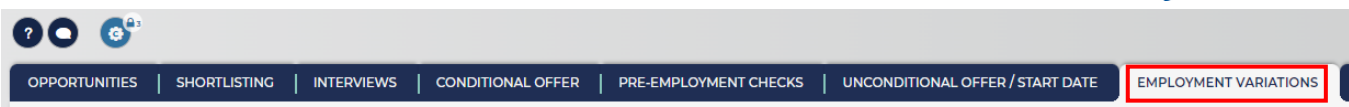
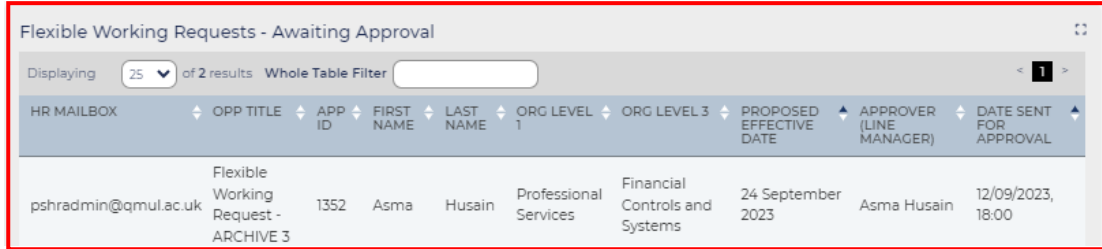


In this guide you will be shown how to:

- Review and approve / reject a flexible working request from staff you directly manage.
- Delegate the flexible working request to another manager.

Please note, there are two ways to access a flexible working request that is awaiting your review.

STEP	EXAMPLE
<p>Method 1: You will receive an email from Oleeo notifying you that a flexible working request is awaiting your approval.</p> <p>Step 1a: Click the 'Oleeo' link to take you directly to the request form.</p> <p>Step 1b: Ensure that you are logged in on the 'Hiring Manager' profile.</p>	<p>Employee Name: A Husain Employee ID: 147852</p> <p>A flexible working request has been raised by the above employee which requires your approval.</p> <p>Please log into Oleeo to review and action.</p> <p>Note - The link above will take you directly to the request.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>The screenshot shows a user profile for Asma Husain (ypw430@qmul...). The 'Hiring Manager' role is highlighted with a red box. Below the profile are menu items: Dashboard, My Tasks (with a dropdown arrow), Applications (with a dropdown arrow), and Opportunities (with a dropdown arrow).</p> </div>

<p>Step 1c: Click the green 'Review' button.</p>	
<p>Step 1d: The request form will launch. After discussing the request with your direct report, you will need to complete the 'Approver Decision' section within the form and 'Submit'.</p>	
<p>If the request is rejected, the employee will get an automated email with the details that you have submitted on the form.</p> <p>If the request is approved, a notification will go to the employee with the details of the decision and to the HR Operations team for processing.</p> <p>The employee will get a notification once the HR Operations team have processed the relevant paperwork.</p> <p>NOTE: If the HR Operations team receives the approval by the 1st of the month, then it will be processed for payroll for the same month. Otherwise, the payroll updates will be processed the following month.</p>	
<p>Method 2: You can access the requests by logging into Oleeo.</p> <p><i>Note: Ensure that you are logged in on the 'Hiring Manager' profile.</i></p>	<p>Oleeo Log in</p> 

<p>Step 2a: Click on the 'Employment Variations' tab.</p>	
<p>Step 2b: Scroll down to the 'Flexible Working Request - Awaiting Approval' widget. You will find all the Flexible Working requests awaiting your review under here.</p> <p>Step 2c: Double click the request (row) that you want to review.</p> <p>Then follow steps 1c to 1d above.</p>	
<h3>HOW TO DELEGATE APPROVAL FOR A FLEXIBLE WORKING REQUEST</h3>	
<p>Go into the flexible working request you wish to delegate. Then, click on the blue 'Delegate Tier 1 Approver' button.</p>	
<p>Start typing name of the manager that you want to delegate the approval request to and choose their name from the drop-down menu.</p> <p>Then click 'Submit'.</p>	
<p>Once submitted, a notification will go to the delegated manager to review the flexible working request form. This request will no longer be visible on your dashboard and will appear under the delegated manager's dashboard. The delegate will need to follow steps 1c to 1d as outlined above.</p> <p>Please Note: If the name of the manager does not appear on the list, then they do not have a Hiring Manager profile on Oleo. They will need to email IT Service desk to request the profile.</p>	