

## 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		
Method 1: You will receive an email from Oleeo notifying you that a flexible working request is awaiting your approval. Step 1a: Click the 'Oleeo' link to take you directly to the request form.	Employee Name: A Husain Employee ID: 147852 A flexible working request has been raised by the above employee which requires your approval. Please log into Oleeo to review and action. Note - The link above will take you directly to the request.		
Step 1b: Ensure that you are logged in on the 'Hiring Manager' profile.	Asma Husain (ypw430@qmul Hiring ManagerDashboardMy TasksApplicationsOpportunities		



Step 1c: Click the green 'Review' button.	Application Summary 1352 - Asma Husain ^ Flexible Working Request - ARCHIVE 3 Status EV - Awaiting Approval Applied Review II Delegate Tier 1 Approver				
	Summary Notes   Forms (2)   Access				
Step 1d: The request form will	Approver Decision				
launch. After discussing the request	Date of meeting *	▼ 2024 ▼			
with your direct report, you will need	Name of Line Manager's Manager * Select Value	•			
to complete the 'Approver Decision' section within the form and 'Submit'.	Every Flexible Working Request must be discussed with the direct line manager's line manager. Please enter your line manager's name in the field above. If their name does not come on the list, then they will need to request a 'Hiring Manager' profile via the IT Servicedesk.				
	Job Title of Line Manager's Manager *				
	Decision *				
	Select	•			
If the request is rejected, the employee will get an automated email with the details that you have submitted on the form.					
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.					
The employee will get a notification once the HR Operations team have processed the relevant paperwork.					
<b>NOTE:</b> If the HR Operations team receives the approval by the 1 <sup>st</sup> of the month, then it will be processed for payroll for the same month. Otherwise, the payroll updates will be processed the following month.					
Method 2: You can access the requests by logging into Oleeo.	<u>Oleeo Log in</u>				
Note: Ensure that you are logged in on the 'Hiring Manager' profile.	Asma Husain (ypw430@qmul Hiring Manager Dashboard My Tasks				



Sten 2a: Click on the 'Employment				
Variations' tab				
	OPPORTUNITIES   SHORTLISTING   INTERVIEWS   CONDITIONAL OFFER   PRE-EMPLOYMENT CHECKS   UNCONDITIONAL OFFER / START D	ATE EMPLOYMENT VARIATIONS		
Step 2b: Scroll down to the 'Flexible	_			
Working Request - Awaiting	Flexible Working Requests - Awaiting Approval			
Approval' widget. You will find all the	Displaying 25 V of 2 results Whole Table Filter 2 >			
Flexible Working requests awaiting	HR MAILBOX OPP TITLE & APP & FIRST & LAST & ORG LEVEL & ORG LEVEL 3 & PROPOSED A APPROVER & DATE SENT (LINE FOR			
your review under here.	DATE MANAGER) APPROVAL			
Step 2c: Double click the request (row) that you want to review.	pshradmin@qmul.ac.uk Request - 1352 Asma Husain Services Systems 2023 Asma Husain 18:00			
Then follow steps 1c to 1d above.				
	HOW TO DELEGATE APPROVAL FOR A FLEXIBLE WORKING REQUEST			
Go into the flexible working request				
you wish to delegate. Then, click on	1352 - Asma Husain ^			
the blue 'Delegate Tier 1 Approver'	Flexible Working Request - ARCHIVE 3			
button.	Status EV - Awaiting Approval Applied			
	Review Delegate Tier 1 Approver			
	Summary Notes   Forms (2)   Access			
Start typing name of the manager				
that you want to delegate the	New Approver * Asma Husain			
approval request to and choose their	(lee md			
name from the drop-down menu.	Submit			
Then click <b>'Submit</b> '.				
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.				
Please Note: If the name of the manager does not appear on the list, then they do not have a Hiring Manager profile on Oleeo. They will need to email IT Service desk to request the profile.				