

# HR Monitoring System Guidance – Finance

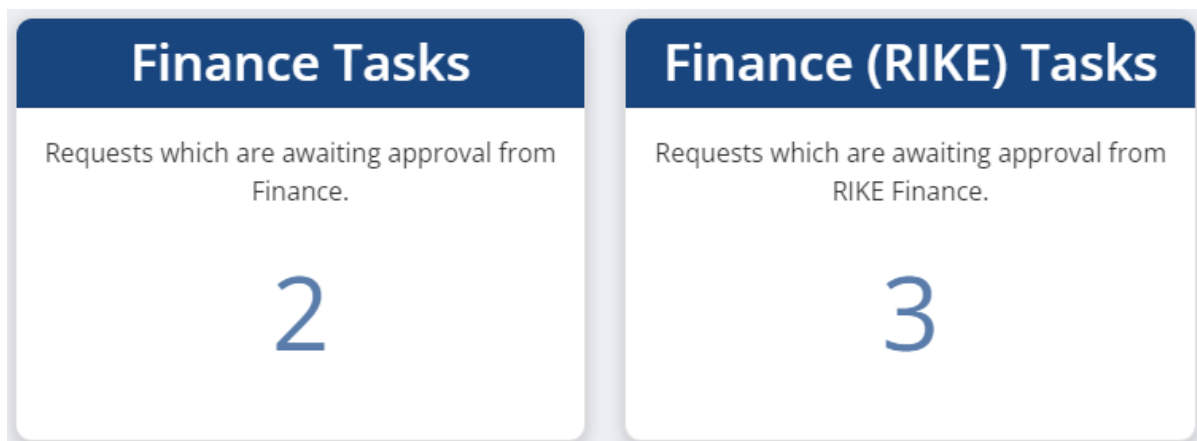
This document should be used by anybody with the Finance role for the [HR Monitoring System](#). It outlines the steps you must take to approve a monitoring request.

## Allocation of requests

Monitoring requests will be assigned to either the central Finance role or the RIKE Finance role depending on the answer to the question “Will this post be funded from an external funder?”. If this value is set to “No” then it will be allocated to central Finance, otherwise it will be allocated to RIKE Finance. If the submitter accidentally chose the incorrect option you are able to move this to the correct Finance team – see the “[Request assigned to the incorrect Finance team](#)” section of this document for further details.

## Approving requests

Once the monitoring deadline has passed, in accordance with the [monitoring schedule](#), users with the Finance or Finance (RIKE) roles will be able to see all requests which they are required to process via the “My tasks” tab. Depending on your role, you will see one of the following boxes:



The number represents the number of requests which are currently awaiting Finance approval, including those which you may have already requested additional information for. Clicking on the number should show you a table similar to the following:

Export 

Show  entries

Search:

Monitoring ID	Request Type	Job Title	School/Service	Submitted By	Meeting Date	Cost Centre	RESS Appointment?	Status
<a href="#">123456</a> 	Advertise a Vacancy	Lecturer	Computing & Engineering	Alan Taylor	6 July 2023	COM000-01	N/A	Awaiting approval
<a href="#">123457</a> 	Advertise a Vacancy	Administrator	Financial Services	Pete Johnson	6 July 2023	FIN000-01	N/A	More information required

Showing 1 to 2 of 2 entries

Previous  Next

From here, you can click on the relevant monitoring ID to be taken into that specific monitoring request. At the bottom of the request, you should see a section similar to the below:

School/Service Internal Approval Section

Approved?

Yes

Dean/Director Approval Section

Approved?

Yes

Open messages

Job Evaluation Section

Approved?

Job evaluation - complete

Finance Section

Included within base budget?

Select an option

Comments

Submit

**Note:** the approval label for central Finance is “Including within base budget?” and the label for RIKE Finance is “Funding accounted for?”.

From here you are able to click on the “Open messages” box in order to view any messages which were entered as part of a previous approval section.

You can also select one of the following approval options:

- **Yes** – selecting this option will progress to HR. Adding a comment is optional.
- **No** – selecting this option will progress to HR. Adding a comment is optional.
- **Unable to determine** – selecting this option will progress to HR. A comment should be added to indicate why this status has been set.

- **More information required** – selecting this option will email the submitter of the request, as well as all users with the School/Service Internal Approver role, advising that you have asked for additional information. When selecting this option, you must enter a comment in the “Comments” box so that the submitter knows what information you have requested. See the [“More information required stage”](#) section of this document for additional information.

## More information required stage

Once you change the status of a request to “More information required”, the submitter and all School/Service Internal Approvers will be informed of this and asked to provide a response within the system. Once they provide a response all users with the relevant Finance role will receive an email similar to the one below:



### **New comment added**

An update has been added to the monitoring request below.

**Monitoring ID:** 123456

**Job Title:** Administrative Assistant

**School/Service:** Applied Sciences

Message:

*You can see the comment which has been entered within the system appear here.*

Please sign in to the [HR Monitoring system](#) to view further details and provide a response if required.

Many thanks

The HR Team

You can use the link included in the email to view this request, or alternatively access the “Finance Tasks” or “Finance (RIKE) Tasks” via the “My tasks” tab to see all outstanding requests currently awaiting approval at this stage.

To review any messages which have been added as part of this section, scroll down to the bottom of the request and click on the “Open messages” box:

Finance Section

Funding accounted for?

[Open messages](#)

This will open a modal displaying all messages relating to this part of the request:

**Finance Messages** ✕

**BW** **Barbara Windsor**

Yes it has - ZV-23456 Sent: 27-07-2023 13:35

**TJ** **Tom Jones**

Has this been entered into Unit4 yet? Sent: 27-07-2023 10:41

Reply:

You can submit a reply if you still require additional information, which will trigger another email to the submitter and all School/Service Internal Approvers asking them to provide the additional information to you. Alternatively, you can close the modal and update the approval option to either "Yes", "No" or "Unable to determine" and press the submit button to complete your section of this request.

Finance Section

[Open messages](#)

## Request assigned to the incorrect Finance team

If a request has been assigned to the incorrect Finance team due to the answer to the question “Will this post be funded from an external funder?” being incorrectly selected you are able to move this request to central Finance or RIKE Finance. At the bottom of the screen there is a section with the heading “Assigned to the wrong Finance team?”. Simply click on the green button to move the request to the new Finance team. Please note the wording of the button will either say “Send to central Finance” or “Send to RIKE Finance” depending on which team the request is currently sat with.

*Example of what central Finance users will see:*

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### Assigned to the wrong Finance team?

If this request has been sent to the wrong Finance team press the button below to send the request to RIKE Finance.  
An email will automatically sent to them confirming the request has been moved.

Send to RIKE Finance

*Example of what RIKE Finance users will see:*

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### Assigned to the wrong Finance team?

If this request has been sent to the wrong Finance team press the button below to send the request to central Finance.  
An email will automatically sent to them confirming the request has been moved.

Send to central Finance

Once the request has been moved a few things will happen:

- You will be redirected back to the monitoring homepage and a message should appear at the top of the screen advising that the request has been successfully moved.
- You will lose access to the monitoring request which has just been moved.
- The new Finance team will receive an email informing them that they have a new request to action.