HR Monitoring System Guidance – Dean/Director

This document should be used by anybody with the Dean/Director role for the HR Monitoring System. It outlines the steps you must take to approve a monitoring request.

New requests

Once a School/Service Internal Approver has approved a monitoring request for your School/Service all users with the Dean/Director role should receive an email similar to the below:

You can use the link included in the email to view this request, or alternatively access the "Dean/Director Tasks" via the "My tasks" tab to see all outstanding requests currently awaiting approval at this stage.

At the bottom of the request, you should see a section similar to the below:

School/Service Internal Approval Section

Approved?

Yes | Open messages

Dean/Director Approval Section

Approved?

Select an option

Comments

Submit

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 the request and assign the request to the next available monitoring meeting in line with the monitoring schedule.
- **No** – selecting this option will reject the request and email the submitter of the request, as well as all users with the School/Service Internal Approver role, advising that it has been rejected. You could add a comment to the "Comments" box which they are able to view when they sign in to view the reason for rejecting the request, or alternatively you may prefer to relay this reason outside of the system.
- **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 Dean/Director role will receive an email similar to the one below:

University of HUDDERSFIELD
Inspiring global professionals

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 "Dean/Director 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:

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

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" or "No" and press the submit button to complete your section of this request.