HR Monitoring System Guidance – DVC

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

Key dates

The dates below identify the key dates within the system at which monitoring requests will become visible.

- Cut-off date: Monday 5pm
- Finance date: Tuesday
- HR Director date: Wednesday
- DVC date: Thursday

This means that the DVC will only be able to view requests from the Thursday (assuming they have been checked by the HR Director).

Allocation of requests

Monitoring requests will be assigned to DVC role once it has been checked by the HR Director and only from the key DVC date (Thursday) as mentioned in the key dates section.

Approving requests

Users with the DVC role will be able to see all requests which they are required to process via the "My tasks" tab.

The number represents the number of requests which are currently awaiting 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:

Monitoring ID	Request Type	Job Title	School/Service	Submitted By	Meeting Date	Status
123456 📎	Advertise a Vacancy	Administrator	Financial Services	Alan Taylor	6 July 2023	More information required
123457 📎	Advertise a Vacancy	Lecturer	Applied Sciences	Pete Johnson	6 July 2023	Awaiting approval

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

Finance Section

Funding accounted for?

Unable to determine

HR Section

Approved?

Yes - conditional

Approval Conditions

OK to approve and hold as a redeployment opportunity

Open messages

VCO Section

Approved?

Select an option

Comments (if applicable)

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 are also able to see any approval conditions set by the HR Director, if applicable.

You can also select one of the following approval options:

- **Yes** – selecting this option will email the submitter or the request, along with all users with the School/Service Internal Approver role, informing them the request has been approved. Adding a comment is optional.
- **No** – selecting this option will email the HR Managers who will relay this message back to the School/Service advising why the request has not been approved. Adding a comment is optional, but encouraged so that the HR Managers are aware of the reason for the rejection. **Note:** only HR and the DVC are able to see any comments added at this stage.
- **More information required** – selecting this option will email the HR Managers, advising that you have asked for additional information. When selecting this option, you must enter a comment in the "Comments" box so that the HR Managers know what information you have requested. See the "More information required stage" section of this document for additional information. **Note:** only HR and the DVC are able to see any comments added at this stage.
- **Yes - conditional** – selecting this option display a new "Approval Conditions" box which must be completed. When setting this status you only need to complete the Approval Conditions box, and adding a comment is optional, as shown in the screenshot below. **Note:** all users are able to see the approval conditions, but only HR and the DVC are able to see the comments.

More information required stage

Once you change the status of a request to "More information required", the HR Managers will be informed of this and asked to provide a response within the system. Once they provide a response all users with the relevant HR 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 "DVC 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?

More information required

Open messages

Submit

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

HR Messages   ✕

Tom Jones

Is this a replacement for Steve?

Sent: 04-08-2023 10:30

Barbara Windsor

No that was a different request (123457), this is a completely new post I'm requesting.

Sent: 04-08-2023 13:39

Reply:

[   ]

[Close] [Submit reply]

You can submit a reply if you still require additional information, which will trigger another email to the HR Managers 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 "Yes - conditional" and press the submit button to complete your section of this request.

VCO Section

Approved?   Comments (if applicable)

Yes

[Submit]