

HR Monitoring System Guidance – HR Managers

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

New requests

Once a Dean/Director has approved a monitoring request for a “New post” all users with the HR Manager role should receive an email similar to the below:



Job evaluation check

A "new post" monitoring request has been submitted with the following details:

Monitoring ID: 123456

Job Title: Administrative Assistant

School/Service: Applied Sciences

Please sign in to the [HR Monitoring system](#) to view and action this request.

Many thanks

The HR Team



You can use the link included in the email to view this request, or alternatively access the “HR Manager 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?

Dean/Director Approval Section

Approved?

Job Evaluation Section

Approved?

Comments

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:

- **Job evaluation - complete** – selecting this option will progress the request to Finance at the next available monitoring meeting in line with the [monitoring schedule](#).
- **Job evaluation - required** – 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.
- **Job evaluation - 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 HR Manager 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 “HR Manager 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:

School/Service Internal Approval Section

Approved?
Yes

Dean/Director Approval Section

Approved?
Yes Open messages

Job Evaluation Section

Approved?
Job evaluation - more information required Open messages

Submit

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

Job Evaluation Messages ✕

TJ **Tom Jones**

Is this a replacement for Steve?
Sent: 04-08-2023 09:04

BW **Barbara Windsor**

No that was a different request (123457), this is a completely new post I'm requesting
Sent: 04-08-2023 11:31

Reply:

Close
Submit 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 "Job evaluation - complete" or "Job evaluation - required" and press the submit button to complete your section of this request.

Job Evaluation Section

Approved?

Job evaluation - complete

[Open messages](#)

Submit