

Reviewing Flexible Working Requests - Line Manager Oleeo User Guide

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.](#)

Reviewing a Flexible Working Request

Important Note: You will need to be logged in on the **Hiring Manager** profile.

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 (FWR) is awaiting your approval.

Step 1a: Click the “**Oleeo**” link in the email notification to take you directly to the request form.

Note: Provided you are logged in on the “**Hiring Manager**” profile, you will be taken straight to the Employee’s FWR application page. Your logged-in profile can be seen on the top left of your dashboard under your name.

If you are not in the Hiring Manager profile, you can change it by;

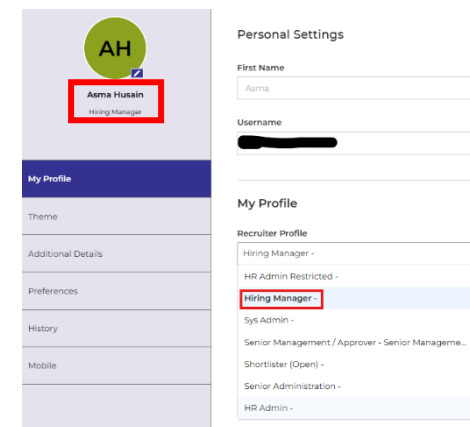
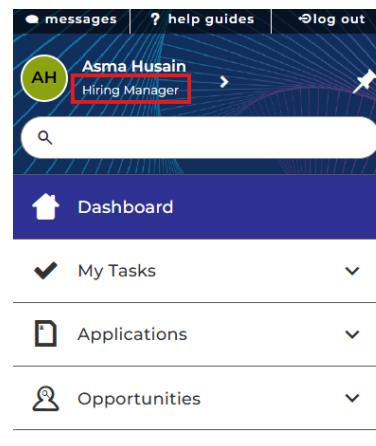
- clicking on the arrow next to your name,
- clicking the dropdown arrow for **Recruiter Profile**
- choosing the **Hiring Manager** profile. (See second image in the righthand column)

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: Once you land on the Employee’s FWR application page, click the green “[Review](#)” button. This will launch the “[Flexible Working Request Form](#)”.

Step 1c: Review the form and discuss the request with your direct line manager.

Step 1d: After discussing the request, complete the form on Oleeo. Complete the “[Approver Decision](#)” section within the form and “[Submit](#)”.

Please Note: When a successful FWR results in a financial impact to QMUL—such as an increase or decrease in working hours or salary—you (or your Faculty Hub administrative team) **must** [raise a contract variation request](#) for this change via Oleeo. The FWR approver form will request the corresponding Oleeo Application ID for the CVR before you can submit the approval.

Method 2:

You can access the request by logging into [Oleeo](#). Click on “*Log in with single sign on*” to log into the system. (You are not required to enter any log in details).

When you log into Oleeo, you will be presented with your homepage known as your [Dashboard](#). The view of your dashboard will vary depending on what profile you are logged in with.



Approver Decision

Date of meeting *

Name of Line Manager's Manager *

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 then they will need to request a 'Hiring Manager' profile via the IT Servicedesk.

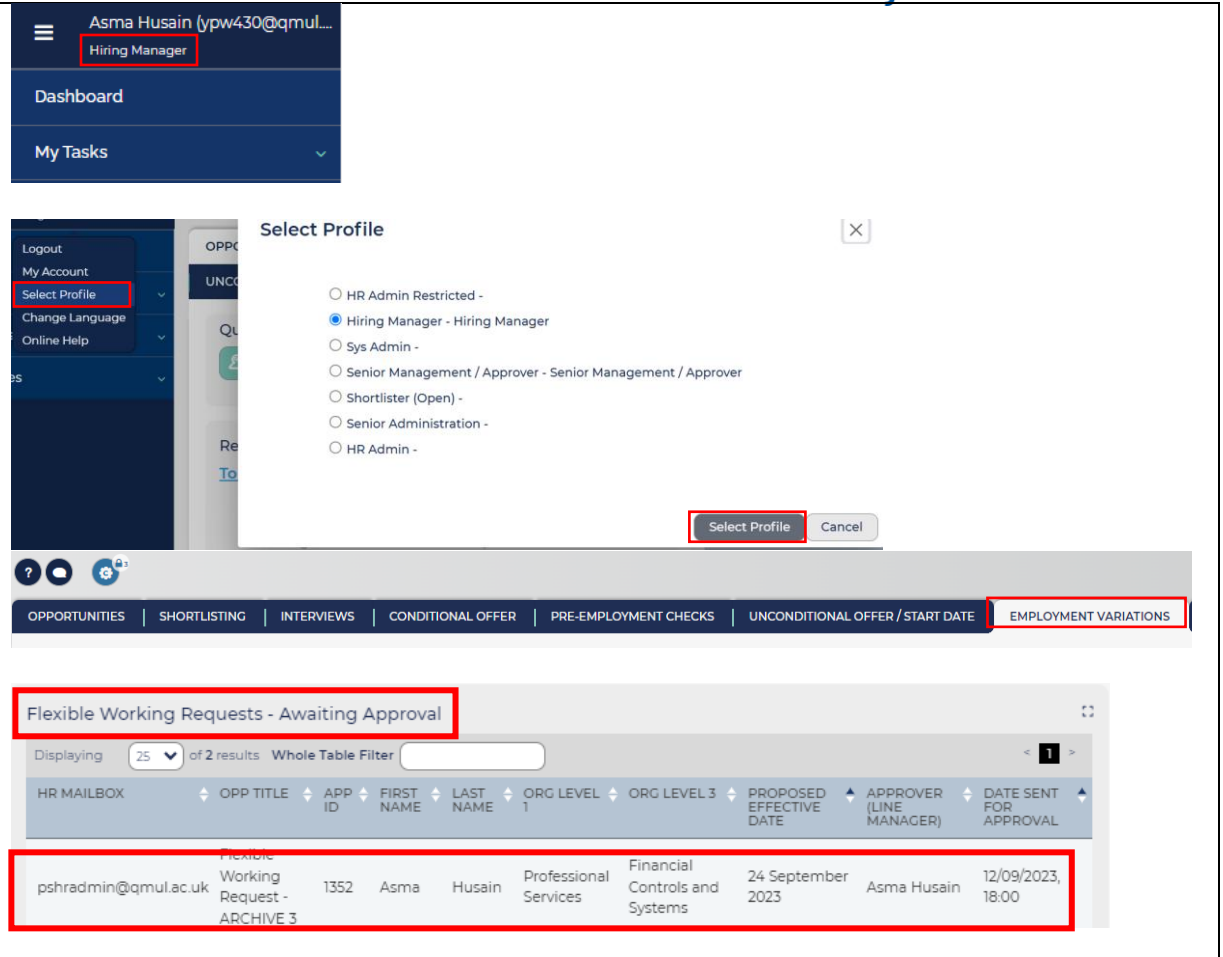
Job Title of Line Manager's Manager *

Decision *



Step 2a: Ensure that you are logged in on the “**Hiring Manager**” profile and proceed to [Step 2b](#).

If you are not in the Hiring Manager profile, you can change it by clicking on the arrow next to your name, then clicking the dropdown arrow for **Recruiter Profile** and choosing **Hiring Manager**.



The screenshot shows the user's profile dropdown menu with 'Hiring Manager' selected. Below it, a 'Select Profile' dialog box is open, showing 'Hiring Manager - Hiring Manager' as the selected option. The main dashboard has 'EMPLOYMENT VARIATIONS' selected in the navigation bar. A table titled 'Flexible Working Requests - Awaiting Approval' is displayed with the following data:

HR MAILBOX	OPP TITLE	APP ID	FIRST NAME	LAST NAME	ORG LEVEL 1	ORG LEVEL 3	PROPOSED EFFECTIVE DATE	APPROVER (LINE MANAGER)	DATE SENT FOR APPROVAL
pshradmin@qmul.ac.uk	Flexible Working Request - ARCHIVE 3	1352	Asma	Husain	Professional Services	Financial Controls and Systems	24 September 2023	Asma Husain	12/09/2023, 18:00

Step 2b: On your Dashboard, select the “**Employment Variations**” tab.

Step 2c: Scroll down to the “**Flexible Working Requests - Awaiting Approval**” box. You will find all the FWRs awaiting your review here.

Step 2d: Double click the request (row) that you want to review. Then follow [Steps 1b-1d](#) above.

If the request is

- **Rejected:** the employee will get an automated email with the details that you have submitted on the form.
- **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 another notification once the HR Operations Team have processed the relevant paperwork.

IMPORTANT NOTE: If the HR Operations Team receive the approval by the 1st of the month, then it will be processed for payroll for the same month. Otherwise, it will be processed the following month.

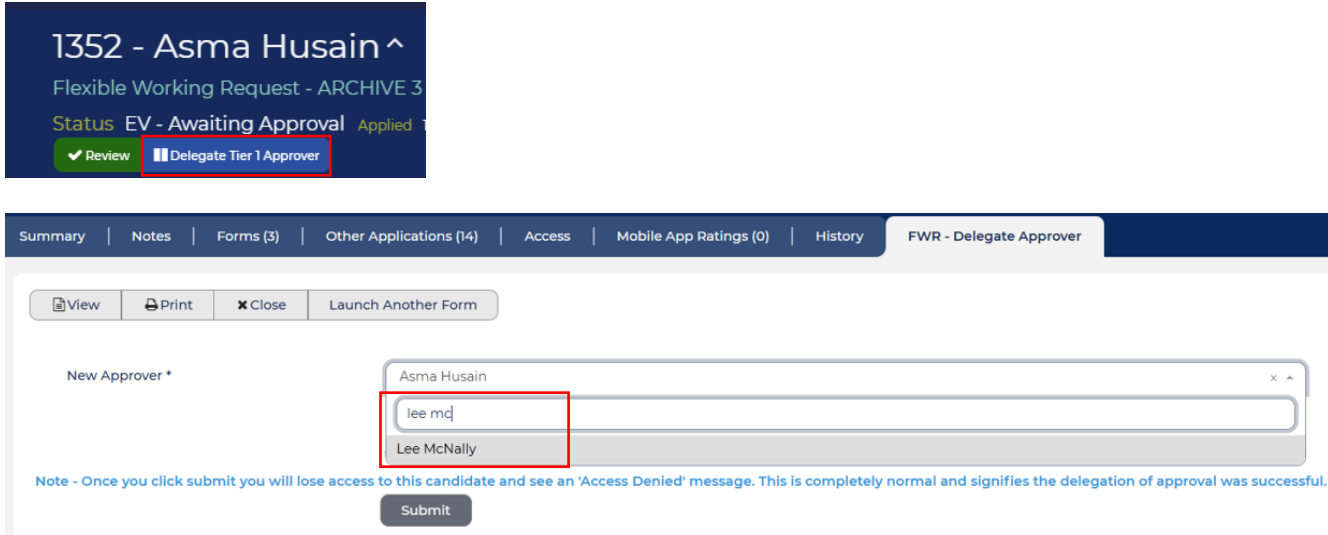
How to delegate approval for a Flexible Working Request

Step 1: Once you land on the Employee's flexible working application page using one of the methods [above](#), select the blue “**Delegate Tier 1 Approver**” button. This will launch the “**FWR - Delegate Approver**” Form.

Step 2: In the “**New Approver**” field, type the name of the manager that you want to delegate the approval request to. Then select their name from the drop-down menu.

Please Note: If the manager's name does not appear in the field that means that the individual does not have a Hiring Manager profile. This will need to be requested via the IT Servicedesk.

Step 3: Click “**Submit**”.



The screenshot shows the 'FWR - Delegate Approver' form. At the top, it displays '1352 - Asma Husain ^' and 'Flexible Working Request - ARCHIVE 3'. The status is 'EV - Awaiting Approval' with an 'Applied' tag. There are two buttons: 'Review' and 'Delegate Tier 1 Approver', with the latter highlighted in red. Below this is a navigation bar with tabs for 'Summary', 'Notes', 'Forms (3)', 'Other Applications (14)', 'Access', 'Mobile App Ratings (0)', and 'History'. The 'FWR - Delegate Approver' tab is active. The form contains a 'New Approver *' field with a search bar. The search bar has 'Asma Husain' entered, and a dropdown menu is open showing 'lee mc' and 'Lee McNally', with 'lee mc' highlighted in red. Below the search bar is a 'Submit' button. A note at the bottom states: 'Note - Once you click submit you will lose access to this candidate and see an 'Access Denied' message. This is completely normal and signifies the delegation of approval was successful.'

Once submitted, a notification will go to the delegated manager to review the 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 the steps to review and submit a decision on a flexible working request [above](#).