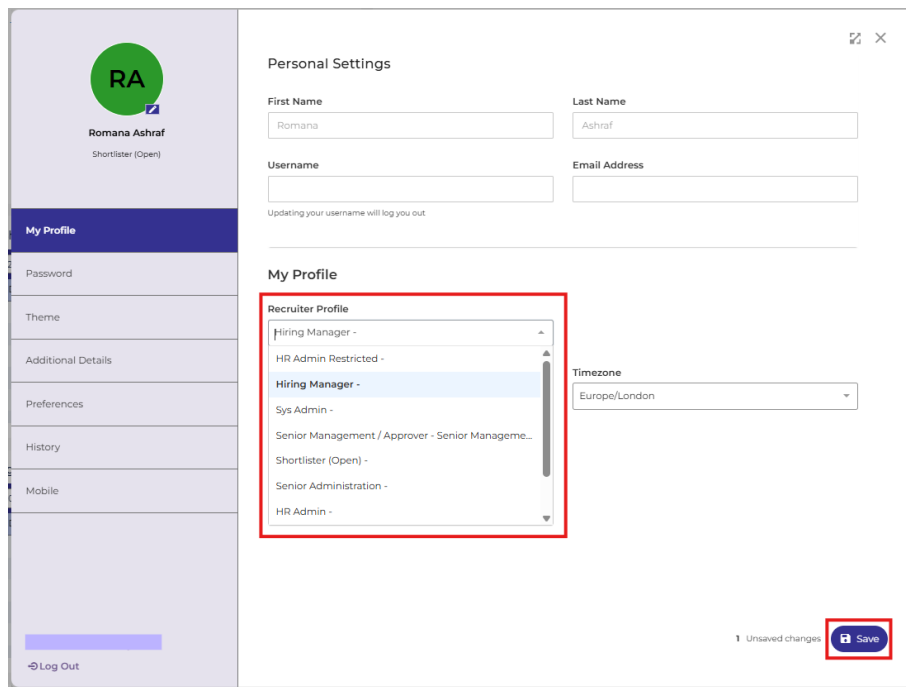


Raising and Managing a Contract Variation Request - Oleeo User Guide

This document will provide you with step-by-step guidance on how to:

- [Raise a contract variation request](#)
- [Activate a draft contract variation request](#)
- [Search for a contract variation request](#)
- [Re-submit a rejected contract variation request](#)
- [Delete a contract variation request raised in error](#)
- [Give access to another Hiring Manager](#)

Throughout this document, the terms Application and request are used interchangeably.

Accessing Oleeo	
Step/Action	Example/Screenshot
To access Oleeo, use this link: https://qmul-jobs.tal.net/ and click on “Log in with single sign on” to log into the system. Note: You must be logged in with a “Hiring Manager” or “Faculty Hub” profile to be able to create an Opportunity. When you log into Oleeo, you will be presented with your homepage known as your Dashboard. To switch the profile you are on: - Select your name from the left-hand menu. - Under “My Profile” select the profile you wish to switch to in the “Recruiter Profile” field. - Select “Save”. The profile will now switch and load the relevant dashboard.	

Raising a Contract Variation Request

You can raise a contract variation request (CVR) for the following scenarios:

- Acting Up
- Additional Responsibility
- Additional Contract (6 months or less)
- Change of Hours
- Extension of Fixed term/Temporary Contract
- Fixed term/Temporary to Permanent Contract
- Job Regrade / Promotion / Transfer / Demotion
- Royalty Payments
- Secondment

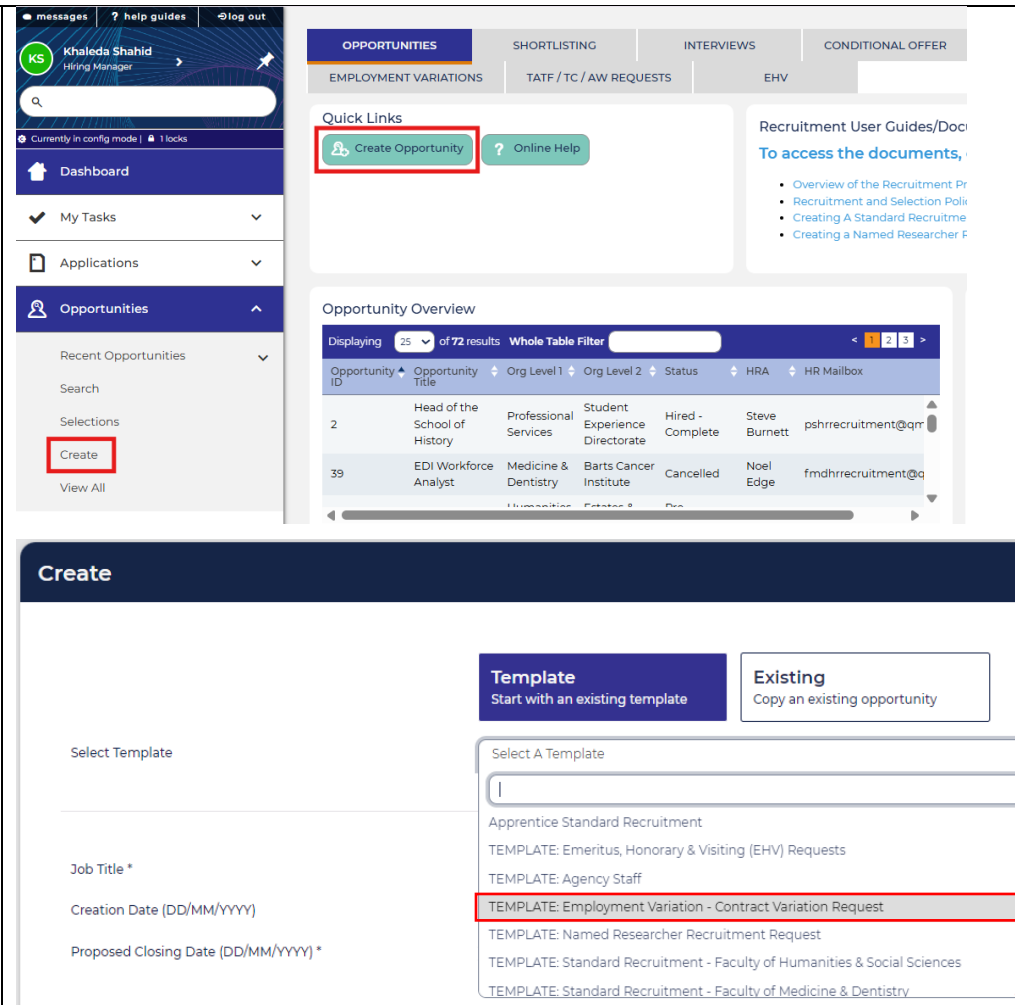
- 1) Under your Hiring Manager profile, select the **“Create Opportunity”** button in the **“Quick Links”** box on your Dashboard which will load the **“Create”** screen.

Note: You can also select **“Create”** under the **“Opportunities”** section in the left-hand menu.

Quick Tip: If you happen to be on a screen other than the **“Opportunities”** tab on your dashboard, enter the word **“create”** in the search box in the left-hand menu and then single click on the option that appears. This will launch the Opportunity Form for you to complete and create.

- 2) On the **Create** screen, select the **“Employment Variation - Contract Variation Request”** template from the drop-down menu.

You will be presented with a short form to complete.



The screenshot shows the HR system interface. On the left, the 'Opportunities' section in the left-hand menu is highlighted, with the 'Create' button selected. The main area displays the 'Create Opportunity' screen. The 'Template' section shows a list of templates, with 'TEMPLATE: Employment Variation - Contract Variation Request' highlighted. The 'Existing' section shows a list of existing opportunities, with 'Existing' highlighted.

Opportunity ID	Opportunity Title	Org Level 1	Org Level 2	Status	HRA	HR Mailbox
2	Head of the School of History	Professional Services	Student Experience Directorate	Hired - Complete	Steve Burnett	pshrrecruitment@qmr
39	EDI Workforce Analyst	Medicine & Dentistry	Barts Cancer Institute	Cancelled	Noel Edge	fmdhrrecruitment@qmr

Create

Template
Start with an existing template

Existing
Copy an existing opportunity

Select Template

Job Title *

Creation Date (DD/MM/YYYY)

Proposed Closing Date (DD/MM/YYYY) *

Select A Template

- Apprentice Standard Recruitment
- TEMPLATE: Emeritus, Honorary & Visiting (EHV) Requests
- TEMPLATE: Agency Staff
- TEMPLATE: Employment Variation - Contract Variation Request**
- TEMPLATE: Named Researcher Recruitment Request
- TEMPLATE: Standard Recruitment - Faculty of Humanities & Social Sciences
- TEMPLATE: Standard Recruitment - Faculty of Medicine & Dentistry

3) Complete the Form.

- **“Job Title”**: Enter the initials of the employee followed by type of request being raised for the individual. For example, “JD - Contract Extension Request”.
- **“Creation Date”**: Leave this as it is.
- **“Proposed Closing Date”**: Input a date at least 3 months in the future.
- **“Funding Source”**: This determines who approves the request. Select as appropriate. You can select more than one option in this field if there is more than one source of funding, i.e. QM and Grant funding. However, note, you will need to obtain offline approval for the second source of funding from the appropriate approvers and attach it to the Applicant page, under the **“Forms”** tab, **“Flags Form”**.

4) Click:

- **“Save as Draft”**: If you do not want to progress the request just yet. You can come back to this request later. See the [“Activating a Draft request”](#) section on how to take the request out of draft.
- **“Create”**: To move forward with the request.

After clicking **“Create”**, the Opportunity page will load presenting the Opportunity ID, Title and Status.

5) Click the green **“Activate”** button.

Job Title *

Creation Date (DD/MM/YYYY)

Proposed Closing Date (DD/MM/YYYY) *

Please choose the funding source with care as this will determine the approvers. Once you have submitted your request this cannot be changed. For e.g., choosing 'Research grant' will send the request to School/Institute Manager (Tier 1) and JRMO (Tier 2), whilst choosing 'Queen Mary' will send the request to Finance (Tier 1) and FDO (Tier 2).

Funding Source *

Cancel

Create

Save as Draft

Opportunity

1133 - JD - Contract Extension Request ^

Status Draft

✓ Activate

Additional Documents

Overview

Details

Forms

Participants

Interviews

Applications

Summary

Current Status: Draft

The Opportunity status will now show as “**Active**”.

You have now created an **Opportunity** which acts only as a placeholder for you to create your contract variation request for the employee.

6) Click “**Add Candidate / Employee**” at the top right of the Opportunity page.

7) Enter the **First Name**, **Last Name** and **Email Address** of the employee you are making the request for and click “**Submit**”.

Note: If multiple Applications have been submitted previously for/by the employee, the system will present a warning. Continue by clicking “**Add Application**”.

Opportunity

← **Add Candidate / Employee**

1133 - JD - Contract Extension Request ^

Status Active

Additional Documents

Overview

Details

Forms

Participants

Interviews

Applications

Summary

Current Status: Active

Active

De-activate

Add Candidate / Employee

First Name *

John

Last Name *

Doe

Email *

j.doe@qmul.ac.uk

Application
Centre

External

Cancel

Submit

Duplicate email

A candidate with the given email already exists in the system.

Add application to add a new application to the existing account.

Create duplicate account to create a new account with the same email address. (not recommended)

View Applications

Cancel

Create duplicate account

Add application

Once you have added the employee, the **Application Summary** screen will load. Here you will see the Employee's name and Application ID and be able to complete the contract variation request (CVR) form.

- 8) Click the green "**Request Form**" button, complete the form and "**Submit**".

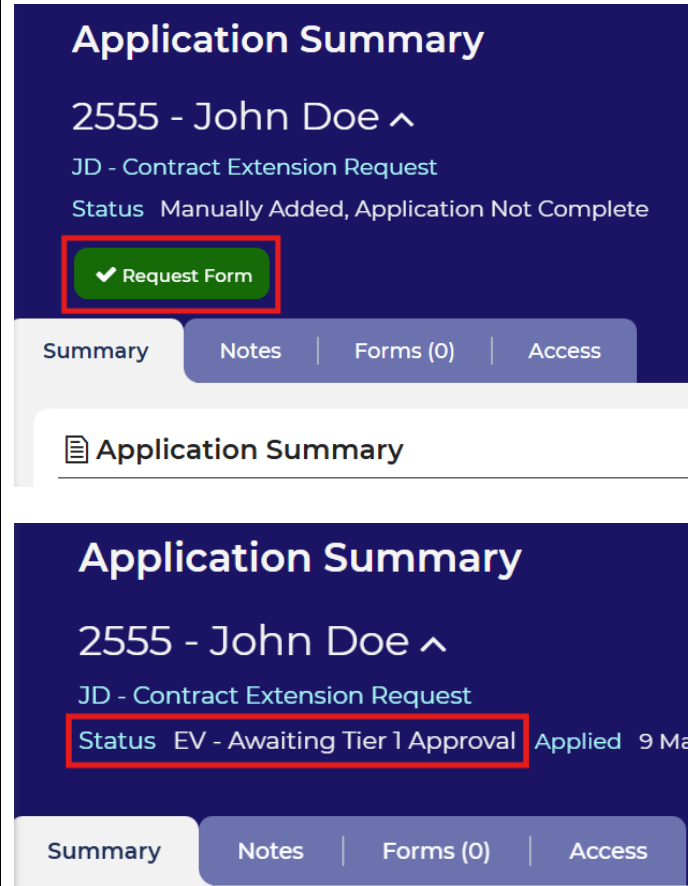
There is no option to save the request form as a draft.

Tip: In the form, select the **Reason** for the CVR and take note of what is required. If you do not have everything to hand, take note of the **Applicant ID** (in this case 2555) to return to and complete the request form later.

Note: **Hiring Manager** on the request form is the name of the individual raising and managing the CVR on Oleo. They will receive information about the status of the request and any action that needs to be taken.

Note: Once you have submitted the form, no edits can be made and will NOT show for the Approver.

- 9) Upon submission of the form, the Application status will change to "**EV - Awaiting Tier 1 Approval**".



Application Summary

2555 - John Doe ^

JD - Contract Extension Request

Status Manually Added, Application Not Complete

✓ Request Form

Summary | Notes | Forms (0) | Access

Application Summary

2555 - John Doe ^

JD - Contract Extension Request

Status EV - Awaiting Tier 1 Approval Applied 9 May

Summary | Notes | Forms (0) | Access

The form will now go through the standard two-tier approval process. You will receive a notification when the request is approved at final tier and after the HR Operations Team have completed the process.

Once approved and with the HR Operations Team, the relevant paperwork will be drawn up and sent to the employee as required via email.

Activating a “Draft” request

If you have clicked “**Save as Draft**”, you will see this screen which means you have successfully saved the draft.

This screen informs you of the

Opportunity ID

Opportunity Title

Opportunity Status

Searching for an Opportunity

To search for the saved draft Opportunity, you can either:

- Use the search bar in the left-hand menu of your dashboard, entering the **Opportunity Title** or **Number/ID**.

Quick pro tip: If you know the Opportunity ID, you can navigate straight to the Opportunity using the prefix “**v:**” followed by the ID. For example, if the Opportunity ID is “1133” enter “**v:1133**” and press enter on your keyboard.

- Or click “**Opportunities**” in the left-hand menu. A recent list of Opportunities will come up for you to choose from.

Opportunity (Draft)

1133 - JD - Contract Extension Request ^

Status Draft

Save Draft

Overview

Details

Forms

Participants

Interviews

Applications

Summary

Current Status: Draft

messages ? help guides log out

KS Khaleda Shahid
Hiring Manager

Search

Currently in config mode | 7 locks

Dashboard

My Tasks

Applications

Opportunities

Recent Opportunities

Search

Selections

Create

View All

OPPORTUNITIES SHORTLISTING

UNCONDITIONAL OFFER / START DATE EMPLOYMENT

Quick Links

Create Opportunity Online Help

Recruitment User Guides/Documents

To access the documents, click the relevant link below:

- Overview of the Recruitment Process

Recent Opportunities

(1133).JD - Contract Extension Request

Once you have landed on your Draft Opportunity:

1a) If you are ready for the next step, select the grey “**Save Draft**” button. Then follow on from [step 5](#) above to activate the post and submit the request.

1b) If you need to update the Opportunity form, go to the “**Forms**” tab, select “**EV Request**” to open the form, update what you need and then select “**Submit**” to save the changes.

1bi) If you need to edit the form again, select “**Edit**”.

1bii) Once you are happy with the form, select the grey “**Save Draft**” button. Then follow on from [step 5](#) above to activate the post and submit the request.

Opportunity (Draft)

1133 - JD - Contract Extension Request ^

Status Draft

Save Draft

Overview

Details

Forms

Participants

Interviews

Applications

Summary

Current Status: Draft

Status Draft

Save Draft

Overview Details **Forms** Participants Interviews Applications

EV Request **Completed**

View

Type * Contract Variation Request

Ensure that you only add the initials of the employee and the nature of the variation in the 'Job'. Please do **NOT** add the full name of the employee.

Please choose the funding source with care as this will determine the approvers. Once you have 'Research grant' will send the request to School/Institute Manager (Tier 1) and JRMO (Tier 2), who and FDO (Tier 2).

Funding Source *

Submit

Overview Details **Forms** Participants Interviews Applications

EV Request **Completed**

Edit

Searching for a CVR

For the purposes of CVRs, the opportunities you create ([shown earlier in this document](#)) and their **Opportunity ID** (1133 in the example above) are irrelevant. It merely acts as a placeholder for the CVR.

The **Application ID** (2555 in the example on [page 5](#)) is what you need to make note of when referring to CVR forms.

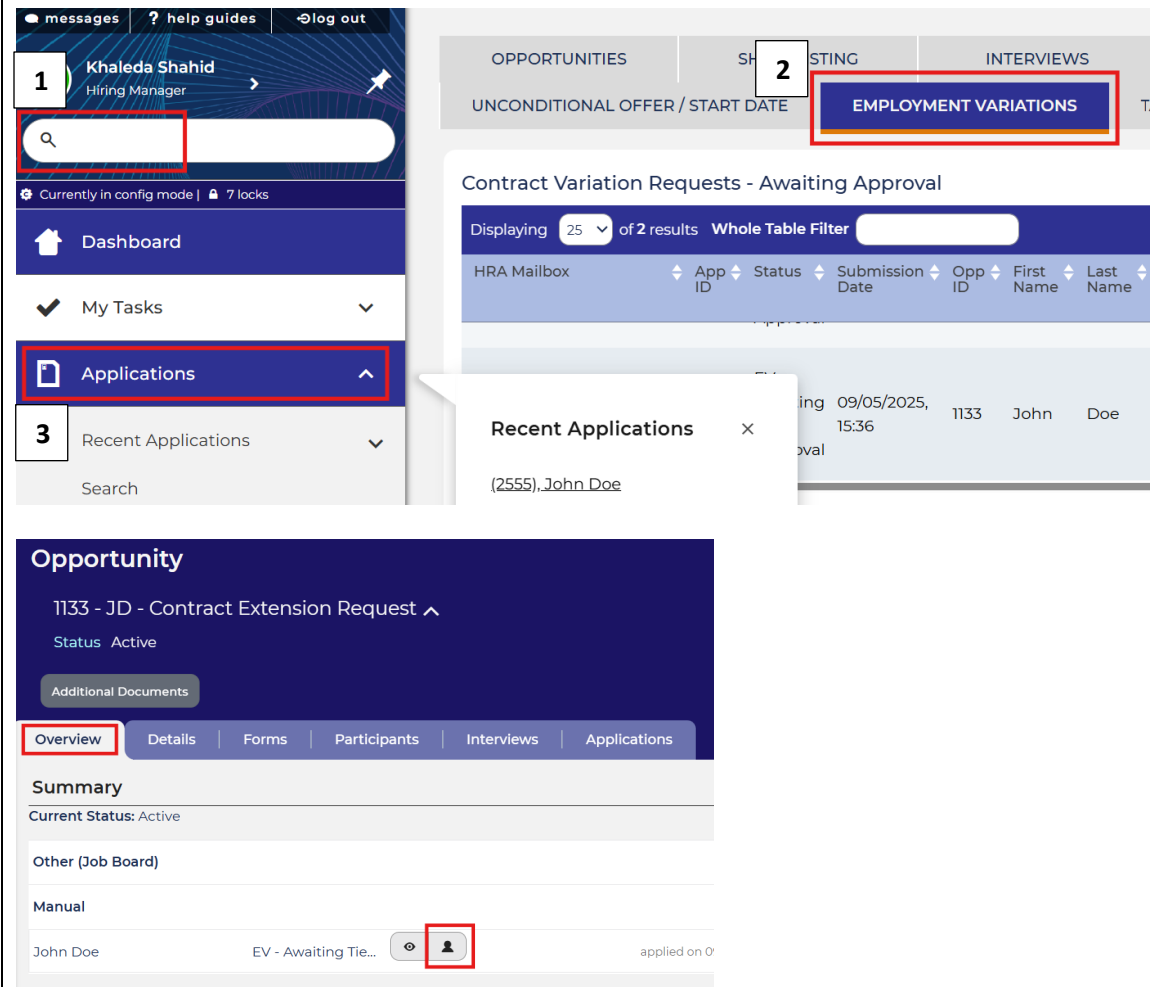
Method 1: Use the search bar in the left-hand menu of your dashboard, entering the **Applicant Name or Application ID**.

Quick pro tip: Use the prefix “a:” followed by the Application ID to navigate straight to the Application. For example, if the Application ID is “2555” enter “a:2555” and press enter.

Method 2: Navigate to the “*Employment Variations*” tab on your dashboard and double click on the CVR you wish to view.

Method 3: Click “**Applications**” in the left-hand menu to search/see recent Applications

Method 4: If you happen to search for the Opportunity first and land on the Opportunity page, click the person icon next to the employee’s name on the “**Overview**” tab. This will take you to the Application Summary page.



The screenshot illustrates the HR system interface with several key elements highlighted:

- Top Navigation:** Includes links for messages, help guides, and log out.
- User Profile:** Khaleda Shahid, Hiring Manager.
- Left-Hand Menu:**
 - Search Bar:** Highlighted with a red box and labeled '1'.
 - Applications:** Highlighted with a red box and labeled '3'.
- Dashboard Tabs:**
 - EMPLOYMENT VARIATIONS:** Highlighted with a red box and labeled '2'.
- Contract Variation Requests - Awaiting Approval:** A table showing results with columns for HRA Mailbox, App ID, Status, Submission Date, Opp ID, First Name, and Last Name.
- Recent Applications:** A pop-up window showing a list of applications, including one for (2555), John Doe.
- Opportunity Page:**
 - Overview Tab:** Highlighted with a red box.
 - Summary:** Shows Current Status: Active.
 - Manual:** Shows John Doe, EV - Awaiting Tie..., and a person icon highlighted with a red box.

Re-submitting a rejected request

When a contract variation request is rejected, you will receive an email to inform you of the reason.

- 1) Search for the request using one of the methods [above](#).
- 2) Once on the Applicant (employee) page, click the green “**Update**” button. This will launch the CVR form.
- 3) Make the necessary edits/updates to the form and then click “**Submit**”.
- 4) Upon submission, the status will change to “**EV - Awaiting Tier 1 Approval**”.



Application Summary

2555 - John Doe ^

JD - Contract Extension Request

Status EV - Not Approved Applied 9 May 2025 at 15:36:46 BST

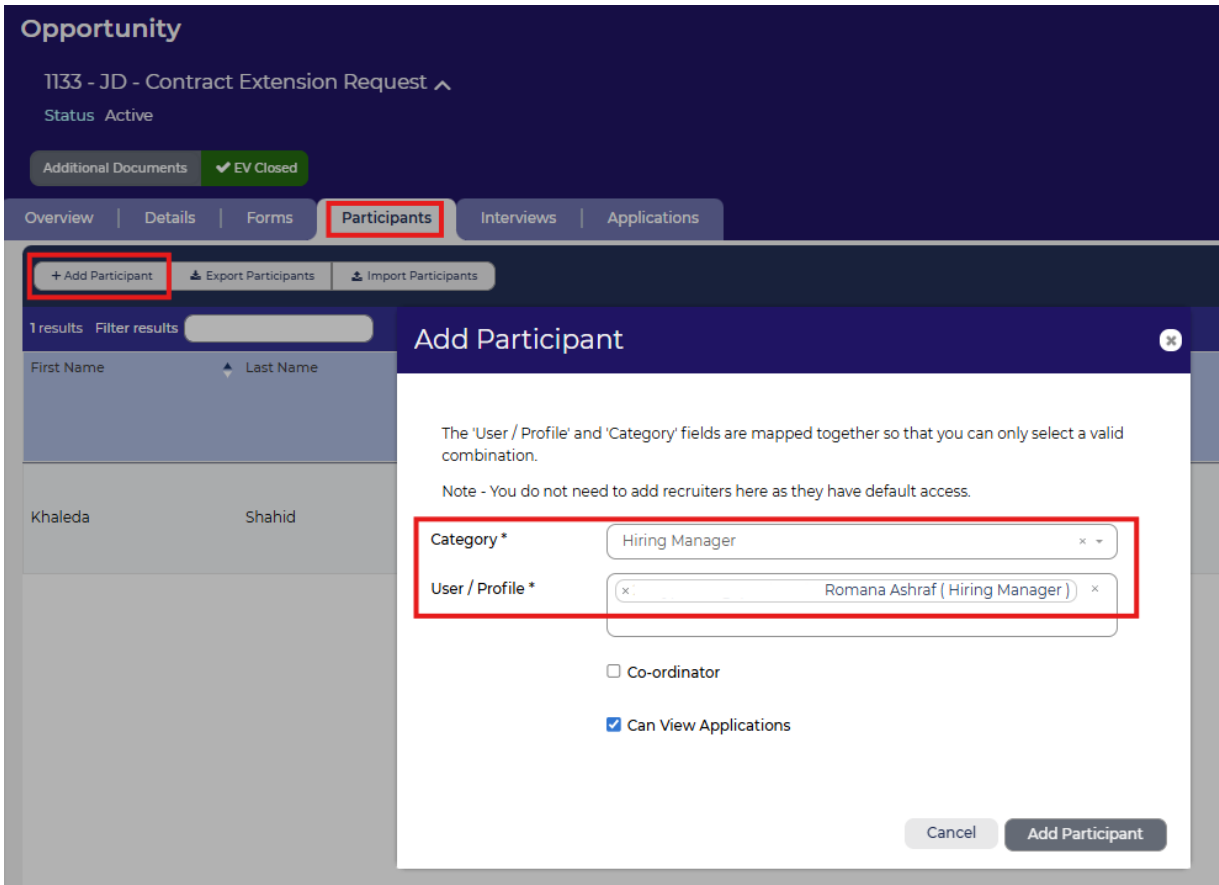
✓ Update

Summary | Notes | Forms (2) | Access | **CVR Form**

Deleting a request created in error

You will need to contact the [HR Operations team](#) to delete the request for you.

Giving access to another Hiring Manager

Step/Action	Example/Screenshot
1) On the Opportunity, under the “Participants” tab, select “Add Participant”. 2) Search for the individual you wish to add in the “User/Profile” field and ensure that the “Category” matches. It should be a Hiring Manager profile. 3) Tick “Can View Applications”. 4) Select “Add Participant”. Note: i. The added participant will not be able to see the Contract Variation Request on their dashboard unless you have also drafted/submitted the request form itself (shown in the steps above). ii. The added participant will not receive any email notifications for the Opportunity that they have been manually added to as a Participant. If an individual does not have the required profile, they will need to contact the IT Service Desk to request it. Those in the Science & Engineering, Humanities & Social Sciences and Medicine & Dentistry Faculties should contact their relevant Faculty Hub Operations Team in the first instance.	 The screenshot shows the 'Opportunity' page for '1133 - JD - Contract Extension Request'. The 'Participants' tab is selected. The 'Add Participant' button is highlighted. The 'Add Participant' form is open, showing a search for 'Khaleda Shahid'. The 'Category' is set to 'Hiring Manager' and the 'User / Profile' is set to 'Romana Ashraf (Hiring Manager)'. The 'Can View Applications' checkbox is checked.