

Resourcing approvals guidance

1. Access Halo through the desktop shortcut.
2. Select *Log a ticket*.
3. Select *People Processes*.
4. Select from one of the 4 options available.

Please ensure you select the correct option to ensure the right information is asked for and the appropriate workflow steps are undertaken to fulfil your request. For example, if any changes to a position are needed, whether for an existing employee in role or before recruiting, ensure the *Amend an existing position* option is chosen so that HR Services Payroll are informed of the changes needed at the end of the approval process.

5. Read the Service Details to ensure it covers the reason for your approval and select *Log a Request*.
6. Complete all required fields in the form.
7. Select *Submit*.

You will be provided with confirmation of the submission and the Resourcing Approval request ID number on screen and by email.

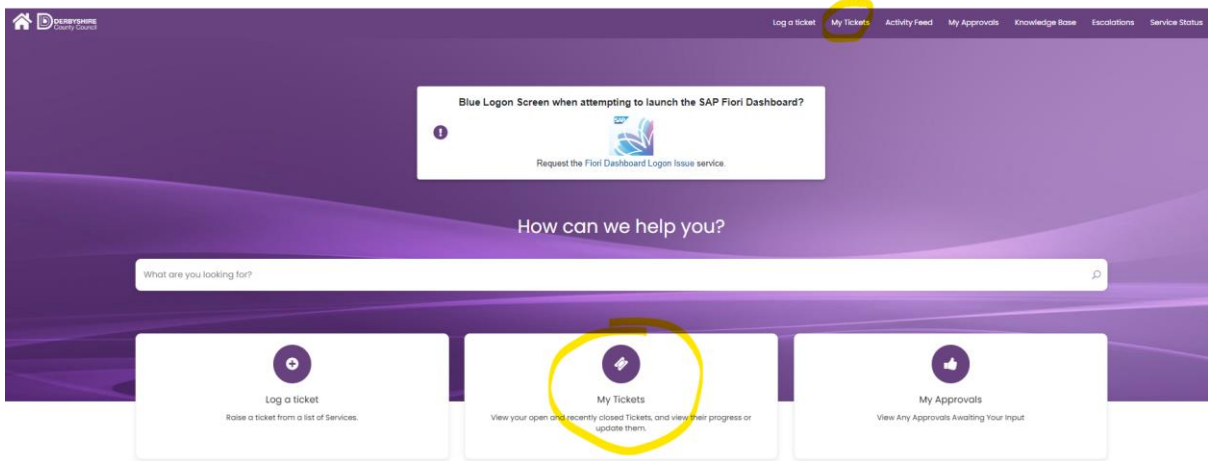
8. The following steps will then be undertaken through the Halo automated workflow:
 - a. HR Business Support validate the position details provided.
 - b. Relevant departments Finance Business Partners review and comment.
 - c. Relevant departments HR Resourcing Manager review and comment.
 - d. Relevant Director reviews and provides approval. If a request is not approved by the Director, then the outcome will be provided to the submitter, and it will not progress to review by the Executive Director.
 - e. Departmental Executive Director reviews and provides approval.
 - f. Confirmation of outcome is provided by email to the submitter, and if amendments to the position required, HR Services Payroll are notified to make the change. They will then confirm when the changes have been completed.
9. Any changes to an employee's contract can then be made on SAP Fiori. Guidance can be found [in this link to Learning Centre – SAP Fiori](#).
10. If you are recruiting to a position, once confirmation of any changes to the position has been received from HR Services Payroll, you can begin to raise the advert on Recruit. [Link to guidance on using Recruit](#).

Keeping track of Halo requests

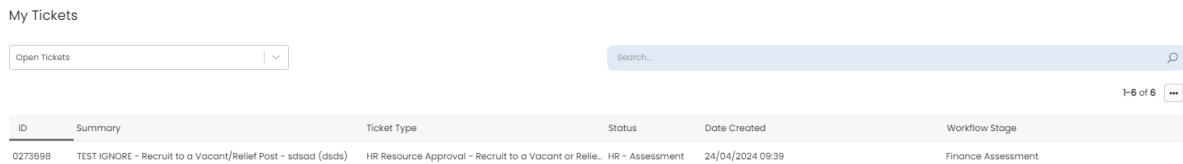
All the requests you raise on Halo can be kept track of through 'My Tickets'.

This where you'll find all your open and closed requests, so if you need to raise a new request following a non-approval or a new request for something similar, you can access a previous request to copy the content.

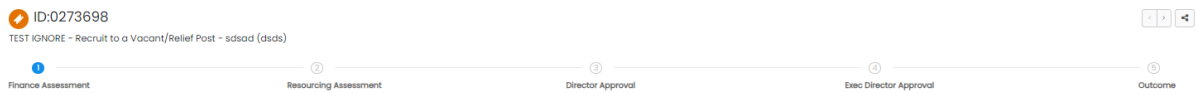
From the Halo home page, select *My Tickets*.



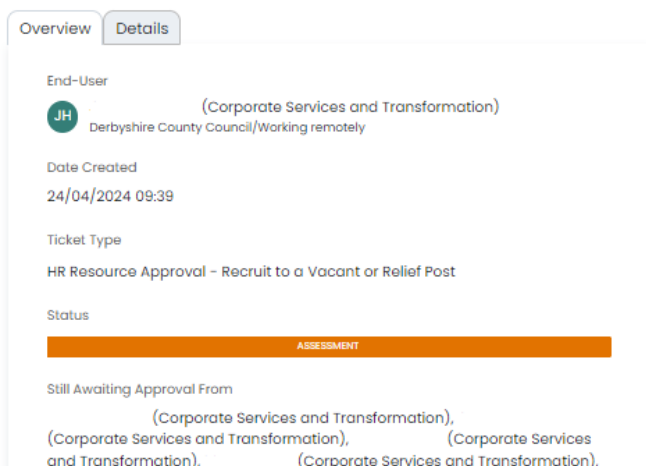
All your tickets, whether for ICT or Resourcing approvals will be shown here. You can view Open or Closed Tickets by selecting from the drop-down menu, and the *Ticket Type* column will help you find the right type.



Click on a ticket to view the details. Along the top of the page is a progress line with the blue dot showing where in the process the request is.



In the *Overview* section you'll also find the status of the request and who the request is with for review.



If Resourcing Managers or HR Business Support have questions about your request they may send you the question via Halo. You will receive notification of the note being added and can view it via the link in the email of via the above.

Useful links

- [Learning Centre – SAP Fiori.](#)
- [Guidance on using Recruit.](#)
- [Minutes to Decimals time conversation table.](#)
- [Recruitment and contractual arrangements guidance.](#)
- [Halo.](#)
- [Cost Calculator.](#)
- [Politically restricted posts manager guidance.](#)
- [IT decision license guidance.](#)
- [Resourcing approval exemptions guidance.](#)