Manager Request Quick Reference Guide

Use manager requests to make requests on behalf of current employees (short-term backfill cover, contract extensions, requests for CID, etc.).

Create a Manager Request

1. Using Google Chrome, log into CorePortal > Manager Dashboard > Requests > Manager Requests.
2. Choose **Create Request**.
3. Complete the following fields under **Section 1: Employee Details**:
   - **Employee** - select the employee for whom you want to raise the request from the drop-down menu. If the name of the person is not in the list choose 'Manager Request Substitute'.

NB - If you select the **Manager Request Substitute option for the Employee field,** please ensure to document the actual name (s) of the employees who were not available to select from the dropdown menu in the **Comments** field.

   - **Request Type** – choose from the following options, depending on the type of staff request you want to raise:

     - **Fixed Term (Academic and PMSS)**
     - **Request for CID (Academic and PMSS)**
     - **Specified Purpose (Academic and PMSS**

4. Complete the required fields on the form under **Section 2: Request Details.**
5. If you wish you can upload further information to support the manager request (including a Job Description if relevant) by choosing **Upload** on the top right-hand corner of the screen. Uploaded documents will be visible under **Section 3: Attached Documents.**
6. Click on **Submit** (bottom right-hand corner of screen) followed by **Yes** on the dialog box**.**

Approve a Manager Request

1. Using Google Chrome, log into CorePortal > Manager Dashboard > Approvals > My Approvals Notification widget
2. Locate manager request to be approved and select **View**.
3. To view the form and uploaded documents, choose **View Details** (top right of screen).
4. Click the **Back** button on the browser window and choose **Approve or Reject** as applicable, entering comments when prompted.

Links to further resources:

Manual (with screenshots) - Manager Request Guidelines - SETU
Video - Creating Manager Requests (6:13 mins)