

# Vacancy Approval Form Guidance

Forms must be completed by the line Manager to seek approval for recruiting;

- **Permanent employees**
- **Fixed Term/Secondment**
- **Casual Workers**

Please note, all of the above require approval by the **Cost Centre Manager** and **Head of Service / Director** (or equivalent).

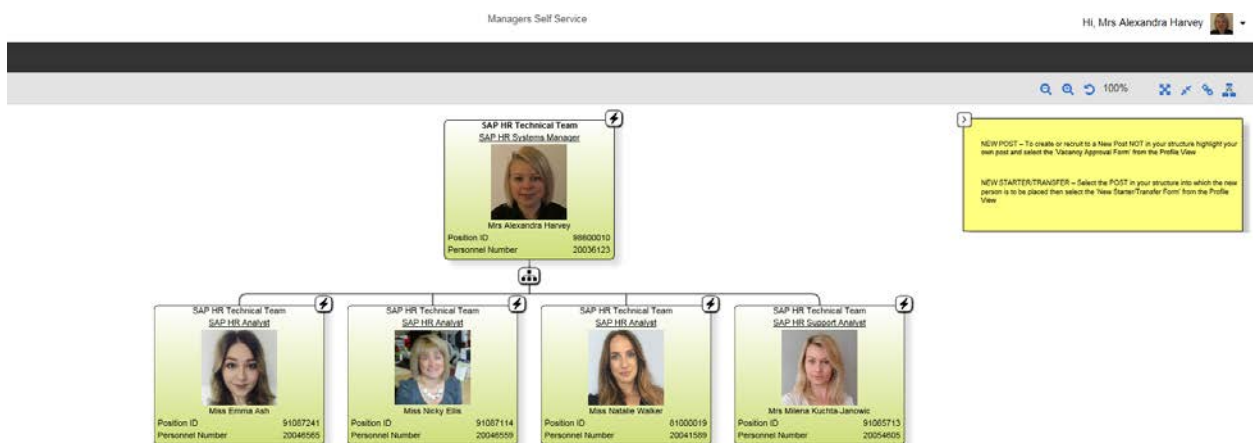
No approval is required for **Apprentice** recruitment.

## How to use the Form:

1. Log in to the SAP Launchpad.
2. Select MSS Org Chart (Org Publisher HTML) via BC Manager Apps.

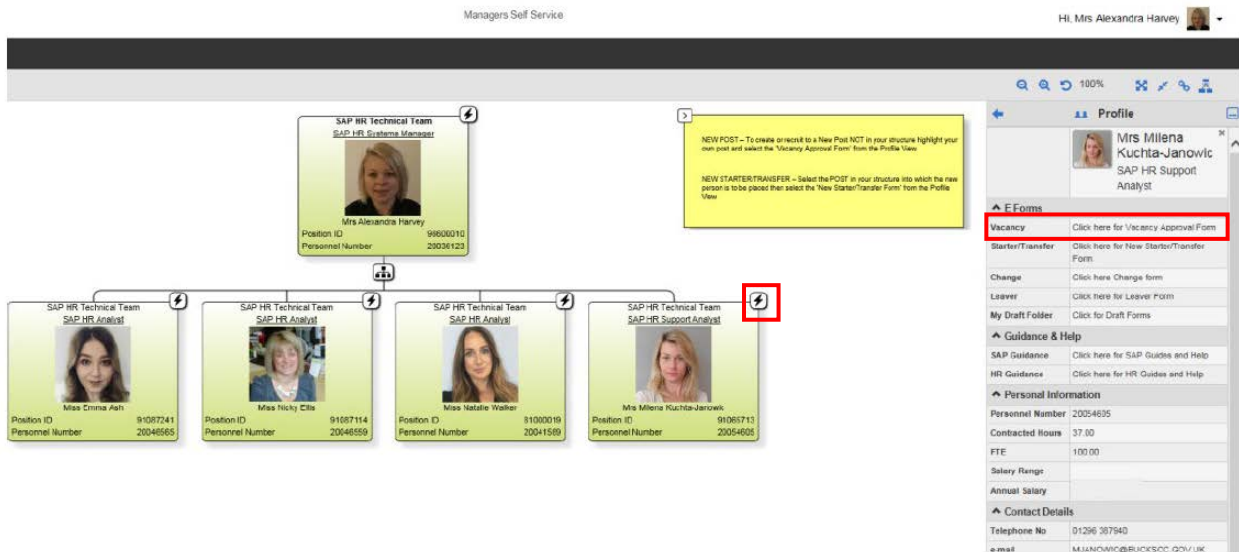


Your team structure will appear on a new page:



To recruit to an **Existing Post** (a **vacant** post already in your team structure);

Locate the relevant post in your structure and click on the **Lightning bolt icon** to the right-hand side.

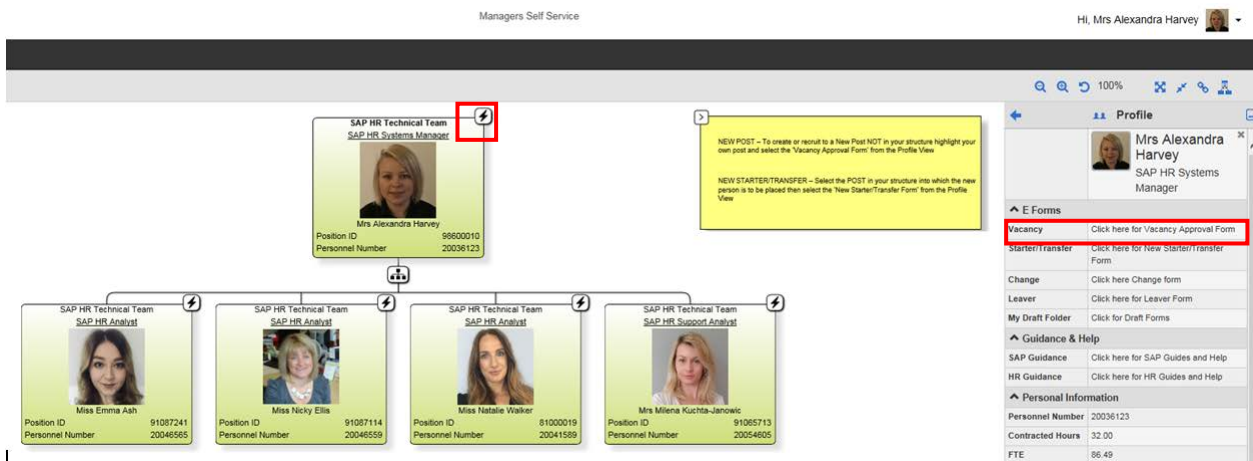


The profile fields will then appear to the right - hand side of the screen, showing **E-Forms** section with **Vacancy Approval Form**. All details held against the post will be pre-populated.

~ To finish the process please follow [Completing the VAF\\_section \(page3\)](#) ~

To recruit to a **New Post** (not already in your team structure);

Locate your own (the line manager's) post and click on the Lightning Bolt Icon. Click on the Vacancy Approval Form link in the Profile View on the right hand side of the screen.



The form will appear with limited Post Details pre-populated – from the line manager's post.

## Completing the VAF:

From the Type of Recruitment drop down box, select the correct type of recruitment required for this vacancy.

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**Vacancy Approval Notification**

Initiator: Mrs A Harvey      Date: 25 Sep 2018      Form ID: 1000133538

Type of Recruitment:  ▼

Please select the type of recruitment and then click on the confirm button to display the form sections relevant to the type of recruitment you have selected.

     Please submit form for approval by Cost Centre Manager and Service Director      Action:  ▼

## Has this post gone through Job Evaluation?

All new posts must go through the job evaluation approval process prior to completing the Vacancy Approval form **except Apprentices** post. If Apprentice post is required please follow **Hiring Apprentice** process (page 11).

You can use the original Job Evaluation Number if the position is the same or similar to an already established post within your team.

~ [Contact HR Policy Team for more information regarding Job Evaluation Guidelines](#) ~

- Please select Yes/No to confirm if this request is for duplicate post which already exists in your structure:

Job Evaluation ▼

Is this request for a duplicate post which already exists in your structure?\*

- Please enter JE Reference

Job Evaluation ▼

Is this request for a duplicate post which already exists in your structure?\*

Yes ▼

Has this post been through Job Evaluation? \*

Yes ▼

Job Evaluation Number: \*

Please click on the confirm button to display the form sections relevant to the type of recruitment you have selected

Once the JE number has been entered and the confirm button selected, the sections applicable to the recruitment type should be displayed.

If **No** has been selected, message will appear advising that JE needs to be completed; only option within the Action section is “Delete Form”.

**Please complete all additional post details.** The fields shown with an \* are mandatory. You will not be able to submit the form without completing these fields.

**Team Cost Centre** will pre populate automatically however if the Post is funded from a different Cost Centre this can be re-entered.

### Please complete Hiring details section

If an Agency Cover is required please follow **Hiring Agency Worker** process (page 7).

Please select **Specific Work Pattern** if required (hours per week will default to 37 full time).

Specific work pattern required?

Work Pattern (To deselect days remove tick, to amend times use dropdown arrows)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From	09:00	09:00	09:00	09:00	09:00		
To	17:30	17:30	17:30	17:30	17:00		
Lunch break	60	60	60	60	60		

Recalculate hours per week for the specified work pattern?

Remove tick to deselect days not worked. Use dropdown arrows to amend times.

To refresh selection click on Recalculate.

All vacancies must be accompanied by a **Job Summary** to be approved.

~Please contact HR Policy Team for more information regarding Job Evaluation Guidelines~

This should be written and saved as a Word document and attached to the form.

Select **Add Attachment** tab at the top of the form and **Add New**.

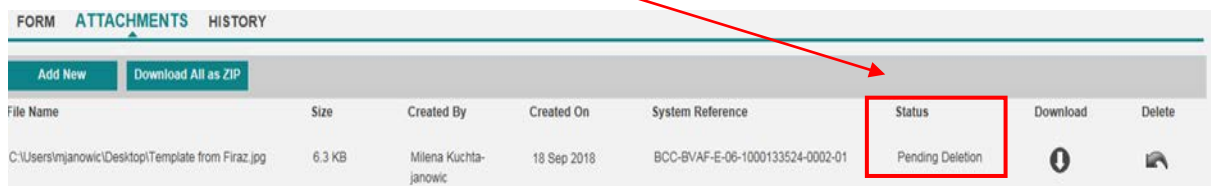
FORM **ATTACHMENTS** HISTORY

## Vacancy Approval Notification

If you save the incorrect file, you can delete document.

File Name	Size	Created By	Created On	System Reference	Status	Download	Delete
C:\Users\imjanowic\Desktop\Template from Firaz.jpg	6.3 KB	Milena Kuchta-janowic	18 Sep 2018	BCC-BVAF-E-06-1000133524-0002-01	Pending Upload		

Status will change to Pending Deletion.



File Name	Size	Created By	Created On	System Reference	Status	Download	Delete
C:\Users\mjanowic\Desktop\Template from Firaz.jpg	6.3 KB	Milena Kuchta-janowic	18 Sep 2018	BCC-BVAF-E-06-1000133524-0002-01	Pending Deletion		

**DBS check required** field will pre-populate for an existing post automatically. Please select correct category for the **new post only**.

Complete **Business Case** section for all new Dispensation Level 3 posts - (no recruitment). Visit [Recruitment](#) intranet pages for more details.



Business Case ▼

Please complete this section for all Dispensation Level 3 posts.  
For further information and guidance please search 'Recruitment' on the Intranet.

Details of funding source and length of funding:

What thought was given to re-structuring the team?

What arrangement you considered for re-distributing the work to other colleagues?

What are the risks if the vacancy is not filled?

Please enter any additional information into Comments box and select 'Add Comments' to save.



Comments ▼

Service Directors must obtain Strategic Director approval to fill this role if the role is R12 or above.  
Please confirm you have obtained this approval by adding confirmation in the comments box below.

Your Comments

Add Comments

Print Preview

Please submit form for approval by Cost Centre Manager and Service Director.

Action

Form can be submitted, saved to Draft or Deleted.



**Draft Forms** can be retrieved for completion and submission at a later date from the 'Drafts Folder'.

**Submitted Forms** will workflow for approval to the Cost Centre Manager and Service Director. You will receive an Outlook email notification at each approval stage.

Details of your approved vacancy will be loaded on to **Talentlink** and you will receive an automated email from the system to progress the vacancy.

You will be required to manage the resourcing requirements via **Talentlink** throughout the duration of the need i.e. the resourcing episode.

## Vacancy Approval Form Guidance:

Forms must be completed by the line manager to seek approval for Hiring via Pertemps;

- **Agency Workers**
- **Interims/ Specialists**

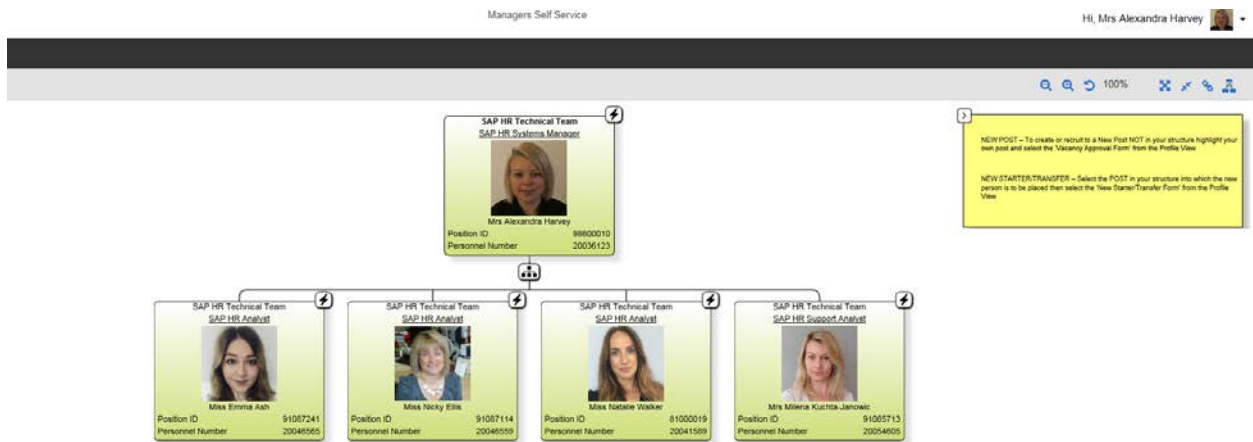
Please note, all of the above require approval by the Cost Centre Manager and Head of Service / Director (or equivalent).

### **To use the Form:**

1. Log in to the SAP Launchpad.
2. Select MSS Org Chart (Org Publisher HTML) via BC Manager Apps.



You team structure will appear on a new page:

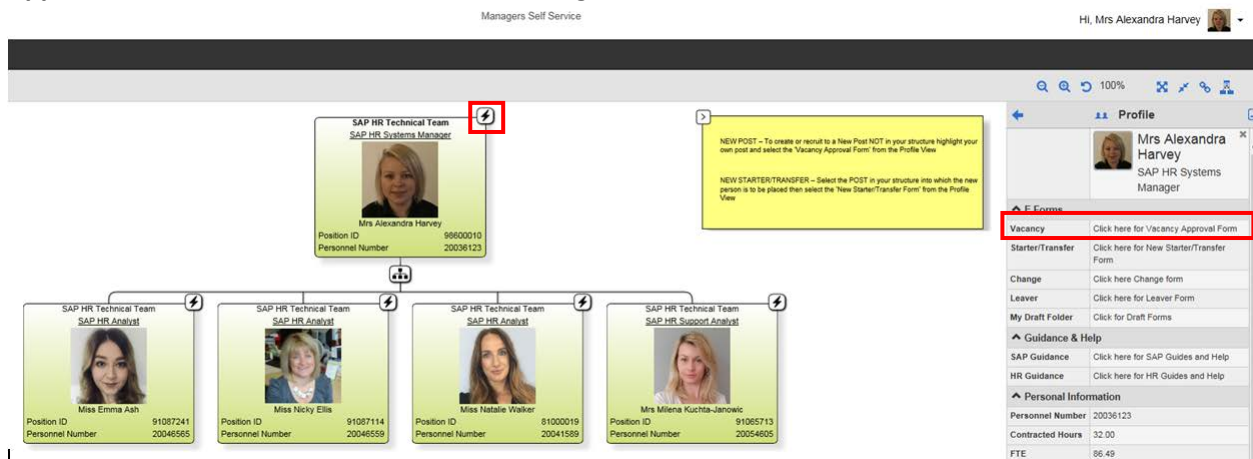


To recruit to an existing **“VACANT”** Agency Worker post in your structure:

Click on the **Lightning Bolt Icon**. Select **Vacancy Approval Form** link in the **Profile View** on the right hand side of the screen.

To recruit to a **New Post** (not already in your team structure):

Locate your own (the line manager’s) post and click on the **Lightning Bolt Icon**. Select **Vacancy Approval Form** link in the **Profile View** on the right hand side of the screen.



The form will appear with limited Post Details pre-populated from the line manager’s post.



## Completing the VAF:

From the Type of Recruitment drop down box, select the correct type of recruitment required for this vacancy.

Type of Recruitment ▼

Type of Recruitment: Agency Worker ▼

Please select the type of recruitment and then click on the confirm button to display the form sections relevant to the type of recruitment you have selected.

## 4. Post Details

Post Details ▼

Portfolio: Resources - People & Org Development

Service: People & Organisational Development

Team: SAP HR Technical Team

Post Title: \*

Role Profile:

Terms & Conditions: \*

Grade/Range: From: \* To: \*

DMA Level: \*

Cost Centre: \* THBA290 Cost Centre Name: Reward Team

Please indicate if you require multiple identical posts to be created, based on the information entered in this form. If you require multiple non-identical posts you will need to complete a new form per post.

Number of posts required? \* 1

Post Start Date (If different to the request date): \*

**Cost Centre** shown is that of the Team in the organisational structure in which the Post sits. If the Post is funded from a different Cost Centre this can be re - entered.

## 5. Hiring Details

Hiring Details (Agency Worker) ▼

Start Date: \*

End Date: \*

Number of Weeks: \*

Work Pattern (To deselect days remove tick. To amend times use dropdown arrows).

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From	09:00	09:00	09:00	09:00	09:00		
To	17:30	17:30	17:30	17:30	17:30		
Lunch break	60	60	60	60	60		

Recalculate hours per week for the specified work pattern? Recalculate

Number of Hours Per Week: 37.00

Location: \*

Please attach a copy of job summary to this form. Documents can be attached by going to the attachments tab at the top of the form and clicking on 'Add Attachment'. Once you have finished uploading attachments, click on the 'Form' tab to return to the Vacancy Approval form. For further information and guidance please search Job Summary on the Intranet.

Additional requirements, eg flexible working in different locations: \*

Will the employee be managed by a different line manager i.e. approving timesheets?  Yes  No

Substitute to approve timesheets (in case of absence): \*

Forename: \*

Surname: \*

Telephone No: \*

Email: \*

DBS (Disclosure and Barring Service) check required? \*

OL Code/Job Type: \*

Reason for Hire: \*

Will the Agency Worker be required to work from home?  Yes  No  Occasional

Will the Agency Worker be required to use their own car for Council business?  Yes  No

Does the Agency Worker require Secure Connect and/or access to SAP Finance, HR, Procurement or Manager Roles?  Yes  No

- **Work Pattern** - if specific days/times are required please select.

The number of hours per week will default to full time (37 hours per week). To deselect days not worked remove tick. To amend times please use dropdown arrows. Select Recalculate button to refresh.

- **Number of hours per week** - this will be automatically populated by the days and times entered in the Work Pattern.
- **Job summary attached** - all vacancies to be approved must be accompanied by a Job Summary. Please refer to the [Job Summary Guidelines](#) for completing a Job Summary. This should be written and saved as a Word document and attached to the form by clicking 'Add Word Doc' and browse to find the saved .doc. If you save the incorrect file then you can override this by clicking 'Add Word Doc' and selecting the correct file.
- **Additional Requirements** - please enter any additional information relevant to the recruitment of the Agency Worker not captured in the Job Summary or Work Pattern e.g. the need to work flexibly in different locations.
- **Substitute to approve timesheets** - please enter the name of a manager who can authorise timesheets in case of absence to avoid late payments to Agency Workers.

- **Does the Agency Worker** require access to SAP Finance, HR, Procurement or Manager role?

**No – Post will not be created!**

**Yes** - Agency Worker post will be set up on SAP and you will need to complete the New Starter Form for an External Non-Payroll Worker and specify IT Requirements.

- **Comments** - please enter any additional information here that is relevant to the recruitment or for the approver of the vacancy and click 'Add Comments' to save.

Comments ▾

Your Comments

Add Comments

- **Action** - When completed the form can be saved to Draft, Deleted, or Submitted.

Please submit form for approval by Cost Centre Manager and Service Director.

Action  ▼

**Draft Forms** can be retrieved for completion and submission at a later date from the 'Drafts Folder'.

- **Submitted Forms** will workflow for approval to the Cost Centre Manager and Service Director of the post. You will receive an Outlook email notification at each approval stage.

**Important:**

Details of your approved vacancy will be loaded on to **PAWS**, Pertemps recruitment system, and you will receive an automated email from the system to progress the vacancy.

Once an Agency Worker or Interim/ Specialist Contractor vacancy is approved you will need to raise a Limit Order in SAP. You are responsible for managing the monetary levels of the Limit Order for the duration of the Agency Worker or Interim/ Specialist Contractor assignment.

You will be required to manage the resourcing requirements via **PAWS** throughout the duration of the need i.e. the resourcing episode.

**Vacancy Approval Form Guidance:**

Forms must be completed by the line Manager. **No approval** is required for Apprentice Recruitment.

- **Apprentice post**

From the Type of Recruitment drop down box, select the Apprentice type of recruitment required for this vacancy.

Initiator  Date

Type of Recruitment ▼

Type of Recruitment:  ▼

Please select the type of recruitment and then click on the confirm button to display the form sections relevant to the type of recruitment you have selected.

Post details and Post Grade Level will display in defaulted view.

Post Number:	91133439		
Role Profile:	Apprentice		
Terms & Conditions:	Apprentice		
Grade/Range: From	AP	To	AP
Level/ISN: From	Z1	To	Z1

## 2. Please complete Hiring details.

**Hiring Details (Permanent, Fixed Term/Secondment, Casual Worker, Apprentice)**

Reason for Apprenticeship:

End date of Apprenticeship:

Number of Hours Per Week:

If the employee is part-time and you need to recruit to a specific work pattern please tick this box to define the work pattern required.

Specific work pattern required?

Term-time only working:  Yes  No

Location:

Please attach a copy of job summary to this form. Documents can be attached by going to the attachments tab at the top of the form and clicking on 'Add Attachment'. Once you have finished uploading attachments, click on the 'Form' tab to return to the Vacancy Approval form. For further information and guidance please search 'Job Summary' on the Intranet.

DBS (Disclosure and Barring Service) check required?

HCPC (Health and Care Professions Council) registration required?

Personal safeguarding interview required?  Yes  No

Will the employee be managed by different line manager?  Yes  No

Do you expect to fill this vacancy internally?  Yes  No

Candidate Contact Details

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Comments** - please enter any additional information here that is relevant to the recruitment or for the approver of the vacancy and click 'Add Comments' to save.

**Comments**

Your Comments

**Action** - When completed the form can be saved to Draft, Deleted, or Submitted.

Please submit form for approval by Cost Centre Manager and Service Director

Action

Email notification will be sent to the Manager/Form Initiator, Resourcing Team to start recruitment process and HR SAP Systems Team to create the post.