

Funding Approvers

These guidelines are for anyone who may be required to approve funding for a vacancy on the new, i.e. MSL Approvers, Finance Approvers, RPDD Approvers and Replacement Teaching Approvers.

If you are required to approve funding you should have received notification via email. Click on the link in this email to get to the login page.

In Internet Explorer, log in to the WCN system at
https://gate-test.library.lse.ac.uk/shibboleth-idp/SSO?target=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth%2Fshibboleth.cgi%3Fdest_id%3D1&shire=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth.sso%2FSAML%2FPOST&providerId=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth-sp,
please insert your LSE network user name and password. If you are an '**MSL**' approver then please use your generic login details.



You should see a pop-up box saying '*There are new jobs in the system awaiting your approval*'. Click on '**Go to Vacancy Approvals**'.

Click on the vacancy title of the position you are approving.



You will now see a page showing a summary of the vacancy.

Under '**Internal Vacancy Information**' you can see the salary band of the post, and where the funding is coming from.

(N.B. If the post is split funded, you will see more than one fund code here).



- Click on 'Edit Vacancy' to see the vacancy in more detail.
- Scroll down the page to the section headed '**The following questions are addressed to FUNDING AND HERA APPROVERS only**'.
- Complete the relevant section to confirm whether or not funding is sufficient for the post. (please note there are two questions for Finance approvers to complete, four questions for RPDD and just one for MSL and Replacement Teaching).
- Click 'Confirm' at the bottom of the page.



You will now be taken back to the Vacancy summary page. Under 'Role Summary', make a note of the Head of Department, as this information will be needed in the next stage.

- If funds are not sufficient for the post, click on the 'Reject' button.
- If funds are sufficient, click on 'Approve', then on 'Activate' on the next page that appears.

(Note: before you approve or reject funding, if appropriate please attach any relevant documentation, e.g. emails, to the vacancy via 'Options' at the top of the screen. NB under **Visibility** you will need to tick 'Recruiters'. **DO NOT** tick 'Candidates' or 'Agency').



A screen should now appear telling you that you require approval. Choose the relevant Head of Department from the drop-down list, and then click 'Send'.

You have now approved funding for this position, and it has been sent to the Head of Department for approval.

You can now **log out**.

If you experience any problems or have any queries, please contact hr.recruit.support@lse.ac.uk or call Krushna Vekariya on ext. 6217