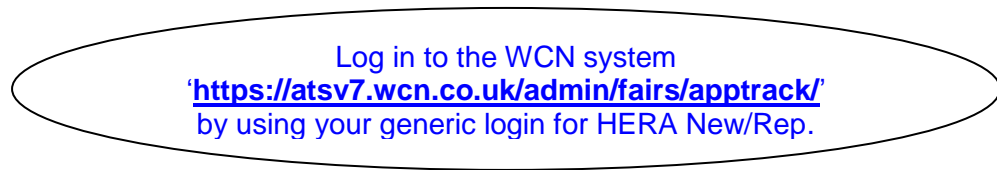




HERA Approvers

These guidelines are for HERA Approvers who are required to approve the salary band of a vacancy before it is sent for a fund check.

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



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. The salary band can be seen under the '**Internal Vacancy Information**' Section. A Job description and Person specification should be attached in the bottom right hand corner of the page under '**Attached Documents**'. You can view the documents by clicking on the titles.
- Please click on '**Edit Vacancy**' in order to see the vacancy details in full.
- Once you have viewed the vacancy details, complete the two fields towards the bottom of the vacancy details under **HERA Approver**. Choose the band and enter the HERA reference. Then click on '**Confirm**' at the bottom of the page to return to the 'summary' page.



Note: If you wish, you can attach any relevant documentation, e.g. emails, to the vacancy via 'Options' at the top of the screen before approving or rejecting. NB under **Visibility** you will need to tick 'Recruiters'. **DO NOT** tick 'Candidates' or 'Agency'.

- Under the '**Role Summary**' Section, make a note of the Main Funding Approver's name (please note that MSL approval doesn't have a name) as you will need this information at the next stage.
- If you are satisfied that the salary band chosen is appropriate to the post, click on '**Approve**', and then '**Activate**' on the next page that appears. Otherwise, click 'Reject'.



If you have chosen to approve the vacancy, a screen will now appear telling you that you need to approve. Choose the Main Funding Approver from the drop-down list, and then click 'Send'.

You have now approved the HERA grading for this position, and it has been sent to the relevant funding body for approval.

You can now **log out**.

If you experience any problems or have any queries, please contact your HR Advisor as soon as possible.