

Making Manager Requests in the Aston Staff Portal

As a manager you can use the Aston Staff Portal to request certain changes to your members of staff HR record or contract.

Please refer to the page for the specific request you are submitting and read carefully.

Approvals

Manager requests will go through an approval process before HR will action the request. The approval process will depend on the type of request you are making. Please submit manager requests early to allow time for all approvers to consider, and HR to process, the request before its effective date.

Timescales & Processing

All manager change requests which are approved before the payroll cut-off date (as indicated on the HR section of the intranet <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions>) will be processed within the current month. If the instruction is received after the cut-off date, it will be processed the following month which will delay the change, this will not be reflected on the staff Portal until processed."

Externally Funded Posts

If your request is a pay affecting one and the post is externally funded, then the request will go to the Research Finance team for approval rather than the approvers stated in this guide.

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Adding a Manager Request

- From the Manager Dashboard, click on the Manager Requests tab

The screenshot shows the Manager Dashboard for Atiyah Smih (1009377). The sidebar on the left contains the following menu items: Manager Dashboard, My Team, Approvals, My DC, and Manager Requests (highlighted with a red box). The main content area displays 'My Team' with a table of team members. A red arrow points from the instruction box to the 'Manager Requests' tab in the sidebar.

Name, Department, Job Title	Position	Contact Details
Brendan Jones 1009378	HR Operations HR Information & Systems Officer	None Set
Dennis Taylor 1009380	HR Operations HR Information Analyst	None Set
Clara Williams 1009379	HR Operations HR Systems Administrator	None Set

- Click on Create request

The screenshot shows the Manager Requests page. The sidebar on the left contains the following menu items: Manager Dashboard, My Team, Approvals, My DC, Manager Requests (highlighted with a red box), and Casual Staff Requests. The main content area displays 'Manager Requests' with a search bar and a table with columns: Person, Request Type, Date Created, Date Submitted, and Status. A red box highlights the 'CREATE REQUEST' button in the top right corner. Below the table, there is a message: 'NOTHING TO SEE HERE EXCEPT THIS FLAG'.

Now refer to the relevant guidance for the type of request you want to submit (page 4 onwards)

Viewing and tracking your Manager Request Progress.

After submitting your manager requests, you can use the Staff Portal to review the history of your requests and their status. These are what the different status' mean:

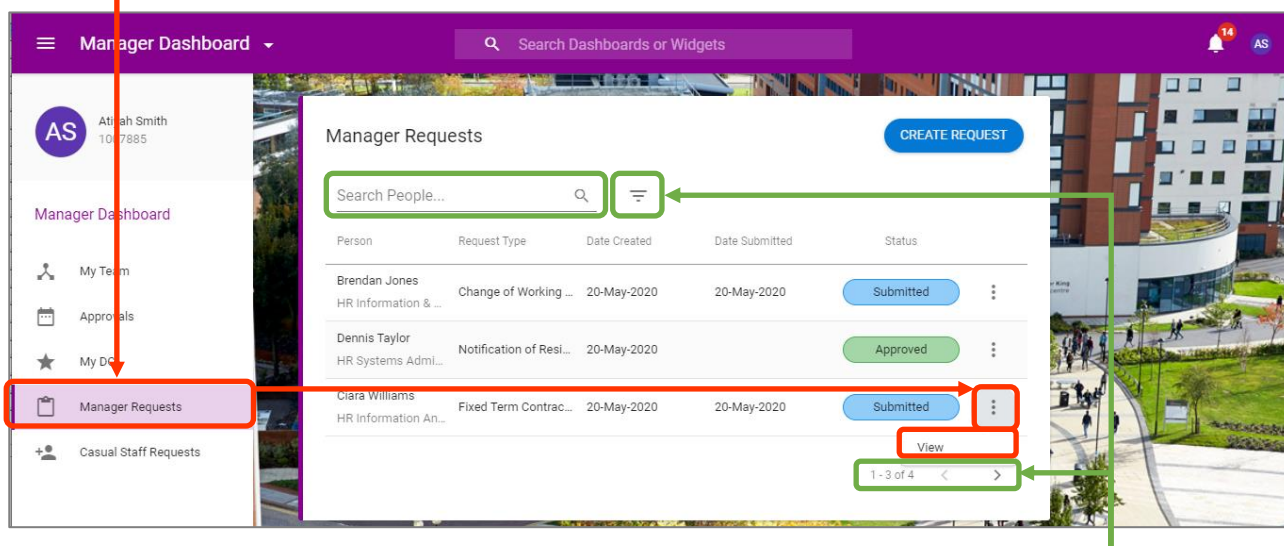
Submitted: You have submitted your request, and this is somewhere in the approval process

Rejected: An approver in the process has rejected the request

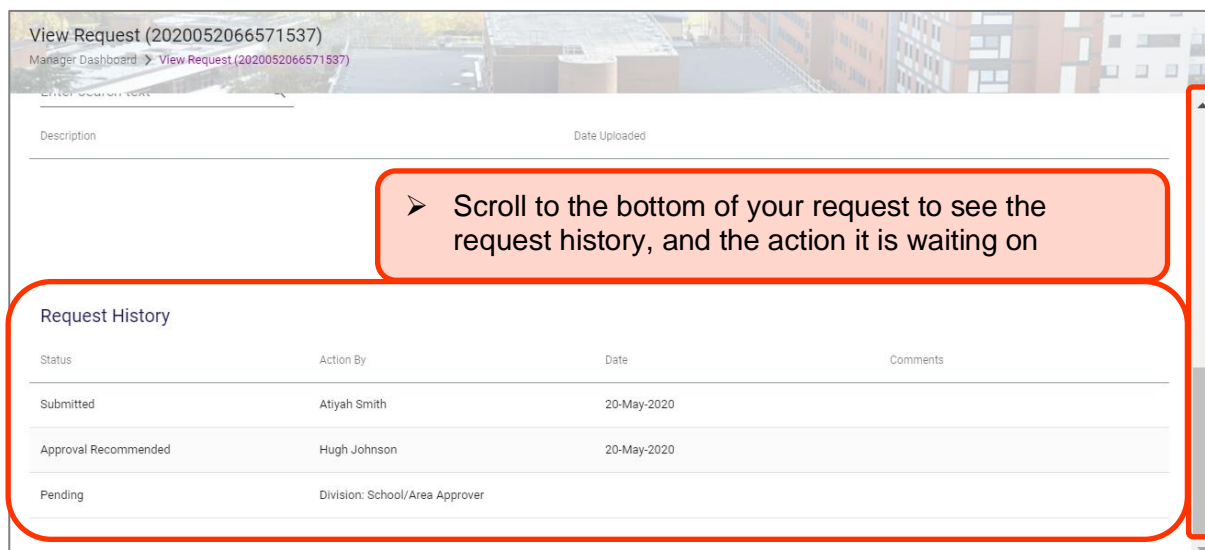
Approved: Your request has gone through the approval process and has been approved by all approvers

Processed: Following approval, your request has been actioned by HR

- To view where your request is in the approval process, from the Manager Dashboard, click on the Manager Requests tab
- To view details of the desired request, click on the options button next to the request and select View



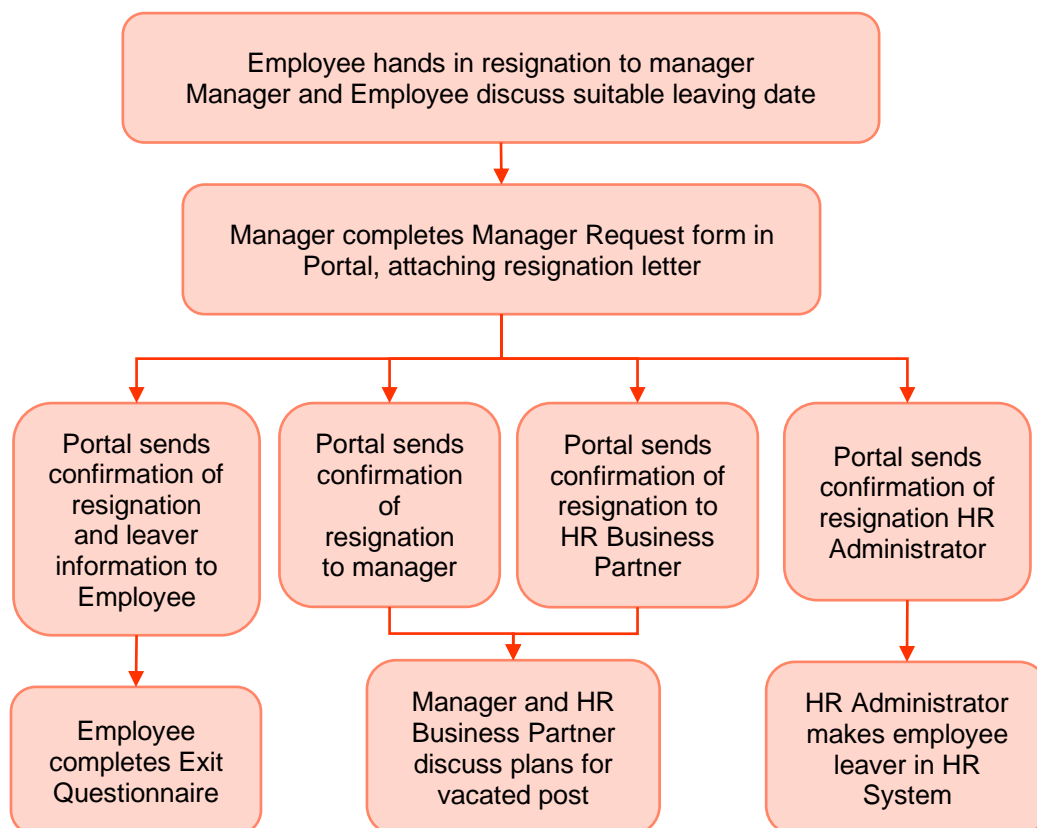
Search for your request by using the filter button to filter your requests by type or status, search by a person's name or just scroll through the pages to see requests you have made.



Notification of Resignation

- All resignations for permanent and fixed term contracts should be communicated to HR using this function. You should also attach any resignation letters you get from staff to your manager request.
- This function should not be used to communicate casual leavers or fixed term employees reaching the end of their contract.
- When you submit a resignation notification through Aston Staff Portal, this will trigger an automatic email to:
 - Your Employee, confirming the leaving date and other leaver information
 - You, confirming the information you have sent
 - Your HR Business Partner, confirming the resignation, leaving date, and your intentions for the vacated post
 - Your HR Administrator, confirming the leaving date and leaver data for input into the HR System and processing as a leaver

As the submission of resignation notification triggers automatic emails and the processing of your employee as a leaver, we ask that you only submit a resignation notification once you have agreed a leave date with your employee, and that you complete the Manager Request form as fully as possible.



- Complete the manager request as below, giving as much detail as possible
- Don't forget to upload the employee's letter / email of resignation

As the submission of resignation notification triggers automatic emails and the processing of your employee as a leaver, we ask that you only submit a resignation notification once you have agreed a leave date with your employee, and that you complete the Manager Request form as fully as possible.

- Click **Submit**. Do not use the save button, this will not send your request.

Create Request
Manager Dashboard > Create Request

This form is to be used to submit a Manager Request on behalf of an employee.

Employee Details

Employee	Employee ID	Appointment	Request Type
Brendan Jones	1007886	Hr Information & Systems Officer	Notification of Resignation

Request Details

Resignation Date *	Expected End Date *	Next Employer *	Employer Location *	Plans for Vacancy *
11-May-2020	11-Aug-2020	Another Higher Education Institu...	England	Fill, advertise as soon as possible

Additional Information

Attached Documents

Enter search text	
Description	Date Uploaded
Resignation letter.docx	20-May-2020

Buttons: ~~SAVE~~ **SUBMIT** **UPLOAD**

On the spot recognition vouchers

You can request vouchers for your direct reports via the Aston Staff Portal using the 'Manager Requests' feature. Vouchers can be awarded in £25 increments up to a maximum reward of £250.

If requesting vouchers for a staff member in a different department, or for a whole team, use the request form available from the Benefits and Rewards web page.

To request a voucher for a member of your team, complete the request form as below.

- Enter the Category you wish to reward your employee with a voucher for, the amount and select 'I have budget approval'. You also need to detail why the employee deserves the voucher in the Additional Information box.
- Click **Submit**. You will then receive an email to confirm your request and, and another email once your vouchers are ready for collection.

Create Request
Manager Dashboard > Create Request

This form is to be used to submit a Manager Request on behalf of an employee.

Employee Details

Employee: Jorah Mormont Employee ID: 1006778 Appointment: Cleaner In Charge

Request Type: On The Spot Recognition Vouch...

Request Details

Reward Category*: Going above and beyond Voucher Amount*: 50 Authorisation*: I have budget approval

Additional Information: Jorah has been exceptional at providi...

Attached Documents

Enter search text

Description	Date Uploaded
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corehr
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SAVE SUBMIT

Casual Worker Extension Request

Casual worker extension requests are raised by the line manager and approved by the relevant approvers.

Managers can request to extend the appointment of their casual worker if it is current and the end date has not lapsed. We advise that the request is raised at the earliest possible time in order to obtain approvals prior to the original end date.

If your casual worker is no longer appearing in the team listing, this is due to the end date passing and you will need to raise a new 'Casual Staff Request' via the Aston Staff Portal.

Guidance on requesting casual workers and the general process for engaging casual workers is available on the HR section of the Staff Intranet.



- In the request details section, complete the details
- Submit your request

****Casual extension requests that are externally funded will not require approval from the Dean/Head of Department or the Executive Team**

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a 'Manager Dashboard' link. It contains several sections: 'Employee Details' with fields for Employee (Ravi Parekh), Employee ID (1007894), Appointment (Casual), and Request Type (Extension: Casual Worker); 'Request Details' with fields for New end date* (31-Jul-2020), Additional costs* (£400), Project Code* (S06-20011-Human Resources), Budget Holder?* (No), Funding Type* (University Funded), and Justification* (Added to additional information ...); and 'Additional Information' with a text area for justification. A red box highlights the 'Request Type' dropdown menu. Another red box highlights the 'Justification*' field with a warning icon and the text 'Ensure you add your justification to the Additional Information section'. A red box also highlights the 'SUBMIT' button at the bottom right. A red 'X' is placed over the 'Cancel' button.

You will receive an email to confirm that your request has been submitted. The request will go to the relevant approvers. You will receive another email to confirm whether your request has been approved or rejected.

Extending a Fixed Term Contract

This is to be used to extend a member of staff on a fixed term contract beyond their original expected end date. As there are several stages to the approval process, please allow the appropriate timeframes in order for it to be processed on time and to ensure that their appointment is not automatically ended and they are taken off the system.



- In the request details section, enter the:
- New end date for the fixed term contract
 - Whether the person's post is funded by the University or externally
 - Funding body (give funder name if externally funded, say University if not)
 - Whether there are any changes to funding, i.e. the project code
 - New project code, if this has changed
 - Whether you are the budget holder or not
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a breadcrumb trail: 'Manager Dashboard > Create Request'. A red 'X' is placed over the 'Cancel' button in the top right corner. The form is divided into several sections:

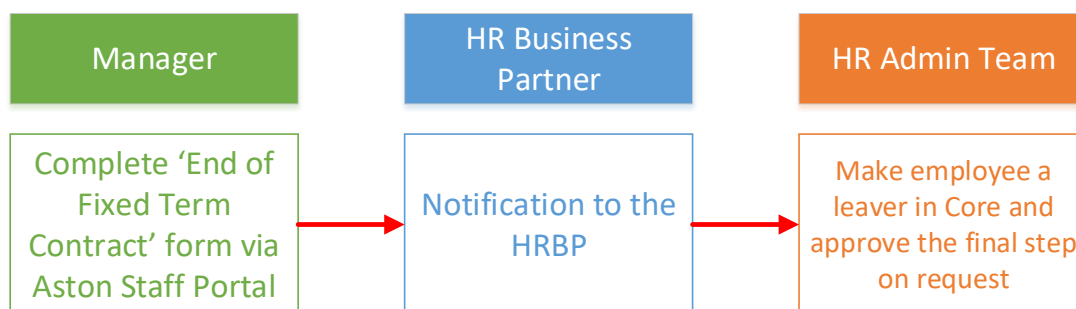
- Employee Details:** Includes fields for Employee (Ciara Williams), Employee ID (1007887), Appointment (Hr Information Analyst), and Request Type (Extension: Fixed Term Contract). A red box highlights the Request Type field.
- Request Details:** Includes fields for New FTC end date (31-Oct-2020), Funding Type (University Funded), Funding Body (University budget), Changes to funding (No), If yes, new project (Yes), Budget Holder? (Yes), and Justification (Added to additional information ...). A red box highlights the entire Request Details section.
- Additional Information:** Includes a text area for justification. A red box highlights this section.
- Buttons:** A red 'X' is placed over the 'Cancel' button, and a red arrow points to the 'SUBMIT' button.

A red box with an exclamation mark icon and the text 'Ensure you add your justification to the Additional Information section' is placed over the Justification field.

Confirming the end of a Fixed Term Contract

- When you have confirmation that an employee on a fixed term contract will be leaving, and not be extended, you will need to let HR know by a manager request.
- When you submit this manager request through Aston Staff Portal, this will trigger an automatic email to:
 - Your Employee, confirming the leaving date and other leaver information
 - You, confirming the information you have sent
 - Your HR Business Partner, confirming the leaving date
 - Your HR Administrator, confirming the leaving date and data for input into the HR System and processing as a leaver

As the submission of the manager request triggers automatic emails and the processing of your employee as a leaver, we ask that you only submit this request once you have agreed a leave date with your employee, and that you complete the Manager Request form as fully as possible.



- In the request details section, enter the:
- End date
 - Where the employee is being employed next (where know)
 - Click Submit

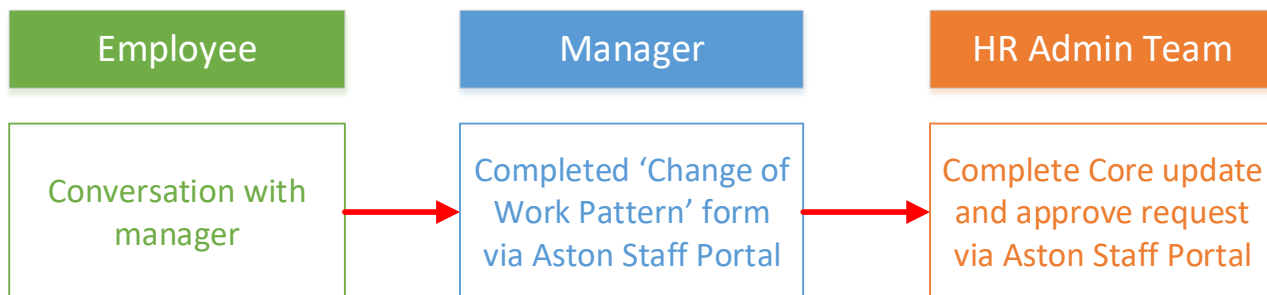
NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and has a 'Manager Dashboard' link. Below the title, it says 'This form is to be used to submit a Manager Request on behalf of an employee.' The form is divided into several sections: 'Employee Details', 'Request Details', and 'Additional Information'. In the 'Employee Details' section, the 'Employee' field is 'Hugh Johnson', the 'Employee ID' is '1007892', and the 'Appointment' is 'School Finance Partner'. The 'Request Type' is 'End of Fixed Term Contract'. In the 'Request Details' section, the 'Expected End Date' is '24-Jul-2020', the 'Next Employment' is 'Other Public Sector Organisation', and the 'Employer Location' is 'England'. At the bottom right, there are 'SAVE' and 'SUBMIT' buttons. A red box highlights the 'SUBMIT' button, and a red arrow points from the 'SUBMIT' button in the list above to the 'SUBMIT' button in the form.

Change of working pattern

This should be used when the total number of hours per week are staying the same, but the working pattern has changed – i.e. days worked or hours per day changed. This is to ensure that portal is up to date with the work pattern and holiday entitlement is calculated correctly.

NB: If the change in working pattern is a result of a **flexible working** or **flexible retirement** request then **you should not use this manager request**. Submit the paper form direct to your HR Business Partner instead.



- In the request details section, enter the:
 - Effective date of the new working pattern
 - The number of hours to be worked each day in decimal format. A standard day is 7.3 hours (7 hours 18 minutes). Enter a zero for non-working days.
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and has a 'Manager Dashboard > Create Request' breadcrumb. A red 'X' is over the 'Upload' button in the top right corner. The form is used to submit a Manager Request on behalf of an employee.

Employee Details

Employee	Employee ID	Appointment	Request Type
Hugh Johnson	1007892	School Finance Partner	Change of Working Pattern

Request Details

Effective date: *	Total hours worked: *	Monday: *	Tuesday: *
01-Jun-2020	21.9	7.3	0
Wednesday: *	Thursday: *	Friday: *	Saturday: *
7.3	0	7.3	0
Sunday: *	Justification: *		
0	Added to additional information ...		

Additional Information

Add your justification here - if you don't your request will be rejected

72/500

Ensure you add your justification to the Additional Information section

Submit

Change of Job Title

This should be used when there is an agreed change to the job title of an employee, with **no other changes** to the role (such as responsibilities or grade).



- In the request details section, enter the:
- New Job Title
 - Effective date of change
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form. A red box highlights the 'Request Type' dropdown menu, which is set to 'Change of Job Title'. Another red box highlights the 'Request Details' section, which includes fields for 'New job title*', 'Effective date:', and 'Justification:'. A third red box highlights the 'Additional Information' section, which has a text area for justification. A red arrow points from the 'Additional Information' section to a red box containing a warning icon and the text 'Ensure you add your justification to the Additional Information section'. A red arrow points from the 'SUBMIT' button to a red box containing a warning icon and the text 'Ensure you add your justification to the Additional Information section'. The 'SUBMIT' button is highlighted with a red box.

Create Request
Manager Dashboard > Create Request

This form is to be used to submit a Manager Request on behalf of an employee.

Employee Details

Employee	Employee ID	Appointment	Request Type
Dennis Taylor	1007888	Hr Systems Administrator	Change of Job Title

Request Details

New job title*	Effective date:*	Justification:*
HR & OD Systems Administrator	01-Jun-2020	Added to additional information ...

Additional Information
Add your justification here - if you don't your request will be rejected

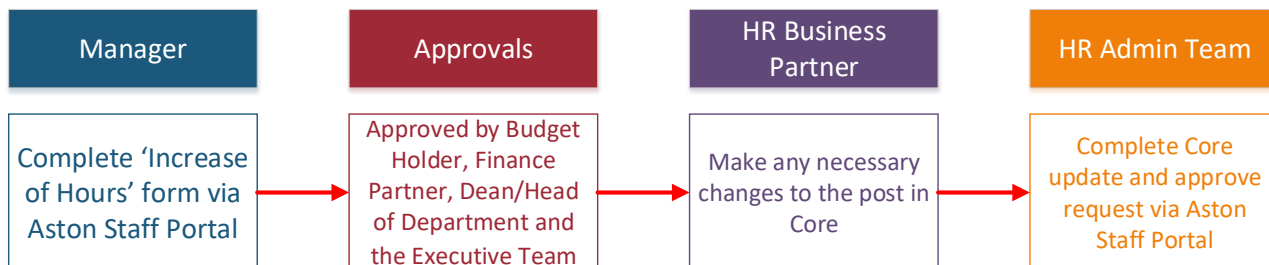
72/500

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SUBMIT

Increase in Hours

This is to be used for an increase to an employee's substantive hours for a fixed period or a permanent change.



- In the request details section, enter the:
- Effective date of the change in hours
 - Employees' current number of weekly hours
 - Proposed number of weekly hours
 - New work pattern. This should list each day to be worked and the number of hours each day. For example, 'Monday 5 hours, Wednesday 5 hours, Friday 5 hours'.
 - Whether this is a permanent or temporary change, and then the relevant details
 - Whether you are the budget holder or not
 - Whether the person's post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a breadcrumb 'Manager Dashboard > Create Request'. A red 'X' is over the top right corner. The form is divided into several sections:

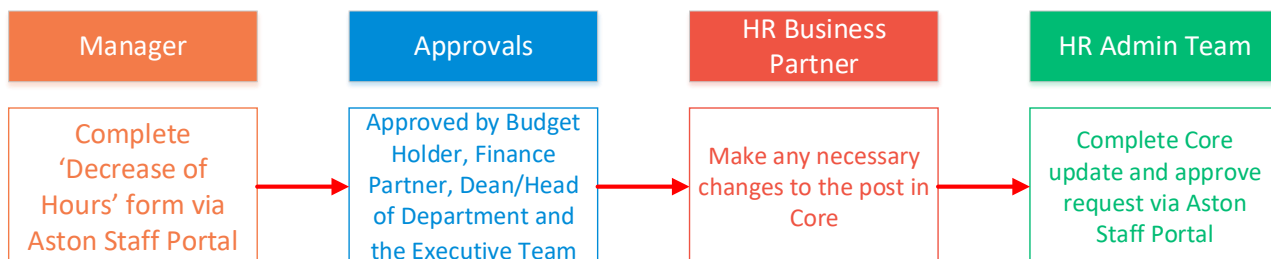
- Employee Details:** Includes fields for Employee (Ellen Davies), Employee ID (1007889), Appointment (Academic Support Officer), and Request Type (Change of Hours: Increase). A red box highlights the Request Type field.
- Request Details:** Includes fields for Effective Date (06-Jul-2020), Current Hours (18.25), Proposed Hours (22.5), Work Pattern (Mon-Fri 4.5 hours per day), Temp/Perm (Temporary), If perm, post/person (If perm, post/person), If temp, date to (31-Oct-2020), Budget Holder (No), Funding Type (Externally Funded), and Justification (Added to additional information ...). A red box highlights the Request Details section.
- Additional Information:** Includes a text area for justification. A red box highlights this section with the text 'Ensure you add your justification to the Additional Information section'.

At the bottom right, there are two buttons: 'CANCEL' (with a red 'X' over it) and 'SUBMIT'.

Decrease in Hours

This is to be used for a decrease to an employee's substantive hours for a fixed period or a permanent change.

NB: If the decrease in hours is a result of a **flexible working** or **flexible retirement** request then **you should not use this manager request**. Submit the paper form direct to your HR Business Partner instead.



- In the request details section, enter the:
- Effective date of the change in hours
 - Employees' current number of weekly hours
 - Proposed number of weekly hours
 - New work pattern. This should list each day to be worked and the number of hours each day. For example, 'Monday 5 hours, Wednesday 5 hours, Friday 5 hours'.
 - Whether this is a permanent or temporary change, and then the relevant details
 - Whether you are the budget holder or not
 - Whether the person's post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit
- NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a breadcrumb trail: 'Manager Dashboard > Create Request'. A red box highlights the 'Request Type' dropdown menu, which is set to 'Change of Hours: Decrease'. Another red box highlights the 'Additional Information' section, which contains a text area for justification. A red arrow points from the 'Additional Information' section to a red box containing a warning icon and the text 'Ensure you add your justification to the Additional Information section'. A red box also highlights the 'SUBMIT' button at the bottom right of the form.

Create Request
Manager Dashboard > Create Request

This form is to be used to submit a Manager Request on behalf of an employee.

Employee Details

Employee	Employee ID	Appointment	Request Type
Clara Williams	1007887	Hr Information Analyst	Change of Hours: Decrease

Request Details

Effective Date*	Current Hours*	Proposed Hours*	Work Pattern*
01-Jul-2020	36.5	21.9	Mon - Thurs 7.3 hours per day
Temp/Perm*	If perm, post/person	If temp, date to:	Budget Holder?*
Permanent	Permanent change to person ho...		Yes
Funding Type*	Justification:*		
University Funded	Added to additional information ...		

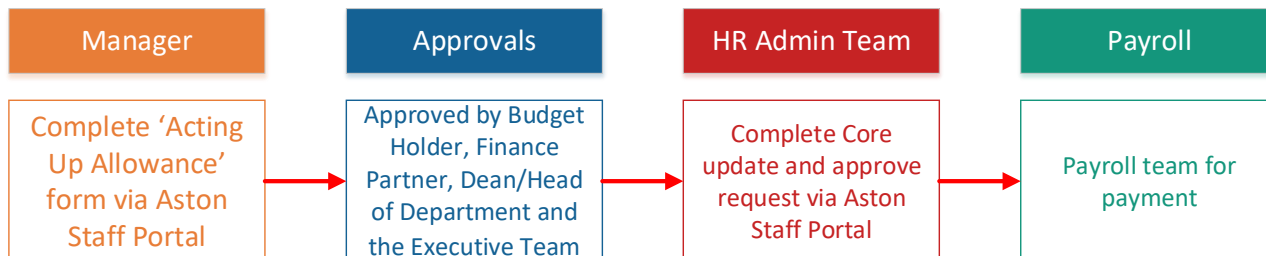
Additional Information
Add your justification here - if you don't your request will be rejected

Ensure you add your justification to the Additional Information section

SUBMIT

Acting Up Allowance

This should be used when a staff member is covering additional duties and responsibilities for another post rather than their substantive one.



- In the request details section, enter the:
- Title of the post the employee is acting up into
 - Name of the employee they are covering (if this is currently a vacant post, say so)
 - Start and end date for the allowance
 - New grade and point the employee is to be paid on
 - Whether or not you are the budget holder
 - Whether the post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a 'Manager Dashboard' link. A red box with a blue 'X' is placed over the 'Upload' button in the top right corner. The form is divided into several sections:

- Employee Details:** Includes fields for Employee (Brendan Jones), Employee ID (1007886), Appointment (Hr Information & Systems Officer), and Request Type (Allowance: Acting Up).
- Request Details:** Includes fields for Title of new post (HR Systems Coordinator), Who is being covered (Ravi Pares), Start Date (01-Jul-2020), End Date (30-Nov-2020), Grade (8), Point (30), Budget Holder (Yes), and Funding Type (University Funded).
- Justification:** A text area for justification, with a red box and a blue 'X' over the 'Justification' label.
- Additional Information:** A text area for additional information, with a red box and a blue 'X' over the 'Additional Information' label.

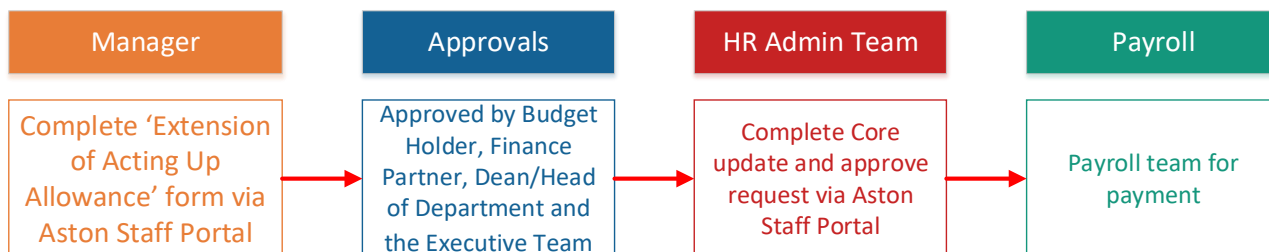
A red arrow points from the 'Request Details' section to the 'Additional Information' section, indicating that the justification should be added there. A red box with a blue 'X' is also placed over the 'SUBMIT' button in the bottom right corner.



Ensure you add your justification to the Additional Information section

Acting Up Allowance Extension

The Extension of Acting Up allowance form should be completed when the end date is the only change for the same post, if any other details have changed please complete a new request form.



- In the request details section, enter the:
- New end date for the allowance
 - Whether or not you are the budget holder
 - Whether the post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

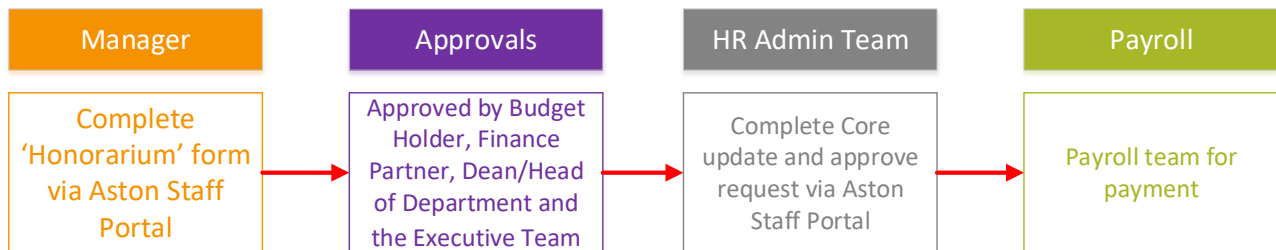
The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a breadcrumb 'Manager Dashboard > Create Request'. A red box with a blue 'X' is placed over the 'Cancel' button in the top right corner. The form is divided into several sections:

- Employee Details:** Includes fields for Employee (Hugh Johnson), Employee ID (1007892), Appointment (School Finance Partner), and Request Type (Extension: Acting Up Allowance).
- Request Details:** Includes fields for New end date (30-Apr-2021), Budget Holder (No), Funding Type (University Funded), and Justification (Added to additional information ...).
- Additional Information:** A text area for justification, with a note: 'Add your justification here - if you don't your request will be rejected'.

A red box with a white exclamation mark icon and the text 'Ensure you add your justification to the Additional Information section' points to the Justification field. At the bottom right, there are two buttons: a green 'Cancel' button (with a red box and blue 'X') and a green 'SUBMIT' button.

Honorarium

This is a monetary allowance awarded in conjunction with an Appointed Officer role.



- In the request details section, enter the:
- Title of the Appointed Office the employee is undertaking
 - Start and expected end dates of the appointment
 - Whether the honorarium is to be paid as a one off lump sum or monthly in their salary
 - Total amount to be paid (either as a lump sum, or the annual amount if paid monthly)
 - Whether or not you are the budget holder
 - Whether the post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a breadcrumb 'Manager Dashboard > Create Request'. Below the title, it states: 'This form is to be used to submit a Manager Request on behalf of an employee.'

The form is divided into two main sections: 'Employee Details' and 'Request Details'.

Employee Details:

- Employee: Gerda Thomas
- Employee ID: 1007891
- Appointment: Professor
- Request Type: Allowance: Honorarium

Request Details:

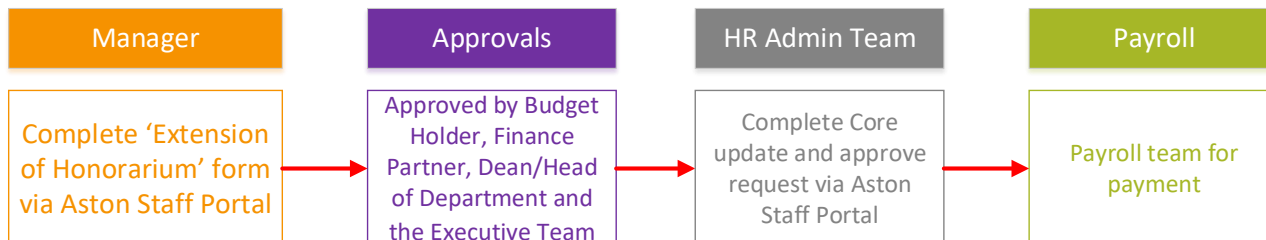
- Title of new post: Head of Department
- Start Date: 01-Aug-2020
- End Date: 31-Jul-2021
- Method of payment: Monthly
- Total amount: £6800
- Budget Holder: Yes
- Funding Type: University Funded
- Justification: Added to additional information ...

At the bottom of the form, there is an 'Additional Information' section with a warning icon and the text: 'Add your justification here - if you don't your request will be rejected'. To the right of this section, there is a red box with a white exclamation mark and the text: 'Ensure you add your justification to the Additional Information section'.

At the bottom right of the form, there is a 'SUBMIT' button. A red box with a white 'X' is placed over the 'SUBMIT' button, indicating that the request cannot be submitted without justification.

Honorarium Extension

The Extension of Honorarium form should be completed when the end date is the only change for the same post, if any other details have changed please complete a new request form.



- In the request details section, enter the:
- New end date for the Appointed Office / honorarium payment
 - Title of the Appointed Officer post
 - New costs. Include whether this is a lump sum or paid monthly
 - Reason for the extension
 - Whether or not you are the budget holder
 - Whether the post is funded by the University or Externally
 - Justification in the Additional Information field
 - Click Submit

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a 'Manager Dashboard' link. A red box highlights the 'Request Type' dropdown menu, which is set to 'Extension: Honorarium'. Another red box highlights the 'Request Details' section, which includes fields for 'New end date:', 'Title of post:', 'New costs:', 'Budget Holder:', 'Funding Type:', and 'Justification:'. A red box also highlights the 'Additional Information' section, which includes a text area for justification and a 'SUBMIT' button. A red arrow points from the 'NB: Do not upload any documents' note to the 'Upload' button, which is crossed out with a red 'X'.

Create Request
Manager Dashboard > Create Request

This form is to be used to submit a Manager Request on behalf of an employee.

Employee Details

Employee	Employee ID	Appointment	Request Type
Gerda Thomas	1007891	Professor	Extension: Honorarium

Request Details

New end date:*	Title of post:*	New costs:*	Budget Holder*
31-Aug-2021	Head of Department	£6800 per annum, paid monthly in sa...	No

Additional Information
Add your justification here - if you don't your request will be rejected

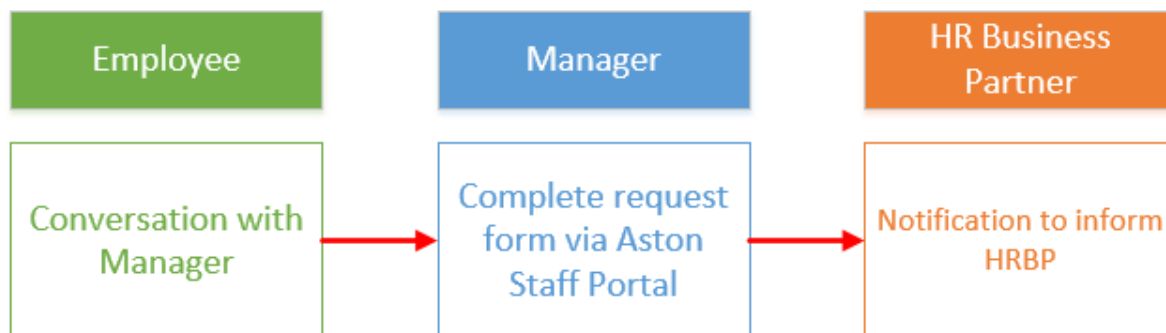
72/500

Ensure you add your justification to the Additional Information section

SUBMIT

Personal Relationship Declaration

This should be used by managers to inform HR of any personal relationships that exist both personally and professionally.



- In the request details section, enter the:
- Name of Person the employee has a personal relationship with
 - College / Department
 - Relationship Status
 - If 'other' is selected for Relationship Status, complete the field 'Specify Other'
 - Enter any additional information

NB: Do not upload any documents

The screenshot shows the 'Create Request' form in the Aston Staff Portal. The form is titled 'Create Request' and includes a 'Manager Dashboard' link. Below the title, it states: 'This form is to be used to submit a Manager Request on behalf of an employee.'

The form is divided into two main sections: 'Employee Details' and 'Request Details'.

Employee Details:

- Employee: Brendan Jones (dropdown menu)
- Employee ID: 1008136
- Appointment: Hr Information & Systems Officer (dropdown menu)
- Request Type: Personal Relationship Declaration (dropdown menu)

Request Details:

- Name of Person: Susan Jones
- College/Department: Research & Knowledge Exchange (dropdown menu)
- Relationship Status: Family Member (dropdown menu)
- Specify other: (text field)

Additional Information:

- Additional Information: Sister (text field)

Annotations:

- A red box highlights the 'Request Type' dropdown menu, with an arrow pointing to the 'Personal Relationship Declaration' option.
- A red box highlights the 'Request Details' section, with an arrow pointing to the 'Specify other' field.
- A red box highlights the 'Additional Information' text field, with an arrow pointing to the 'Enter any additional information that HR may need to know' instruction.
- A red box highlights the 'SUBMIT' button, with an arrow pointing to it.