Guidance Notes
Creating a job request in Stonefish

Stonefish is the Colleges online recruitment system. It is used to manage the recruitment of staff and to manage job vacancies within the College. It is also used to request changes for current employees.

Creating a job requisition - to access the job requisition module click on the following link: https://jobs.royalholloway.ac.uk/

This will take you to the following screen

You need to login through the login fields on the right hand side of the site using your RHUL username and password.
Depending on whether you have accessed Stonefish’s web recruitment system e.g. you have applied for a vacancy at Royal Holloway through Stonefish or have carried out short-listing for a vacancy or not; you will be directed to different screens when you first logon.

If you have accessed Stonefish’s web recruitment system before you will be directed to the screen below:

You will have different options available to you depending on whether you have applied for a role e.g. My Applications or have short-listed for a role e.g. Vacancy Management or you could have both.

To access the job requisition module on Stonefish click on the Online Staff Request Form from the Login Options or click on the Online Staff Request Form from the banner details along the top right hand side.

If you have never used Stonefish’s web recruitment system before you will be directed straight into the Online Staff Request Form module.
In the future you will see all your active and finished/withdrawn requests.

Once in the module click on Create New Request from the top right hand corner to start a new request. This will take you to a blank form.
Select from the request type:
- New position
- Replacement position
- Cover for vacant post
- Cover for existing post holder (e.g. maternity cover etc.)
- Amendment to contract (e.g. change in hours, extension to contract etc.)

Depending on the selection above different boxes will be displayed within the form.

**NEW POSITION**

New position should be selected if the position is new within your department or you are recruiting to a post that has been vacant for a long time. If a post has changed significantly since it was last occupied then New Position should be used. (e.g revised job description, change from part-time to full-time, funding source has changed etc)

- Select New Position
- Enter the Job Title
- Select from the drop down list the Faculty/Professional Services
- Select from the drop down list the Department
• The Section field will pre-populate for most Departments unless there is a section beneath the Departmental level e.g. Campus Services

<table>
<thead>
<tr>
<th>Online Staff Request Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Types:</td>
</tr>
<tr>
<td>New Position</td>
</tr>
<tr>
<td>Amendment to contract</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>HR New Role</td>
</tr>
<tr>
<td>Faculty/Professional Service:</td>
</tr>
<tr>
<td>Professional Services</td>
</tr>
<tr>
<td>School/Department:</td>
</tr>
<tr>
<td>Human Resources Department</td>
</tr>
<tr>
<td>Section:</td>
</tr>
<tr>
<td>Human Resources Department</td>
</tr>
</tbody>
</table>

• Post Reports To – will automatically default to the individual completing the request form, this can be overtyped as required.
• Contract Type – select either permanent or fixed term

  ![Contract Type: Permanent, Fixed Term, Effective Date: 01/08/2014]

• If Permanent:
  • Effective Date – enter the start date for the new position DD/MM/YYYY
  • If Fixed Term is selected a further 2 boxes will be displayed (End Date or Duration)

• Effective Date – enter the start date for the new position DD/MM/YYYY
• Enter either an End date DD/MM/YYYY

  ![Effective Date: 01/08/2014, End Date: 31/07/2015]

OR the Duration (in months) e.g. 12 months

  ![Duration: 12 months]

• Post Type – Select whether the new position is to be Full Time, Part Time, Full Time Term Time or Part Time Term Time
• If Full Time is selected the hours per week and weeks per year will default to 35 and 52
• The FTE will automatically calculate as 1 FTE

  ![Post Type: Full Time, Part Time, Full Time Term Time, Part Time Term Time, Hours Per Week: 35, Weeks Per Year: 52, FTE: 1]
• If Part Time is selected the hours per week box will appear and needs to be populated with the hours to be worked per week. The FTE will automatically be calculated based on the hours field, when completed.

• If Term Time is selected the hours per week will default to 35 and a box will appear which needs to be populated with the weeks per year. The FTE will automatically be calculated based on the completion of this field. A further question will also need answering in regards to whether these weeks per year also include the entitlement to holiday.

• A link the Current Pay Scales is shown for information only

• Staff Group – select from the list the staff group of the new position

• Job Grade – based on the Staff Group selection above, select from the default list of grades.

• Once the Job Grade is populated the Spinal Point From and To will be pre-populated with the first point of the relevant grade and the top non-contribution point for that grade. These can be amended if necessary.
Any other agreed allowance – if there are any other allowances agreed (excluding London Allowance) e.g. Market Supplement (must have been agreed) then select Yes otherwise No.

If Yes is selected a box to provide details is enabled.

### Funding

Select from the list the funding source or combination of funding sources:

- Select College when the post will be funded in full or in part from College funds
- Select Research Grant Funded when the post will be funded from in full or in part from a Research Grant funds
- Select College – Academic Services when the post will be funded in full or in part from Academic Services. This includes all administrative roles within Academic departments. (If you are unsure check with your Line Manager or Management Accountant).

The Funding Source selected determines the approval process that is followed. :

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Approval Workflow</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>If College is selected then the approvers are:</td>
<td>College should be selected when the post will be funded in full or in part from College funds</td>
</tr>
<tr>
<td></td>
<td>1. HoD Approver (e.g. Head of Department / Head of Professional Service)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. HR Approver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Finance Approver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Dean (academic posts) / COO (professional services posts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. PRC approval – only required if a request requires the use of Contingency Funds</td>
<td></td>
</tr>
<tr>
<td>Research Grant Funded</td>
<td>If Research Grant Funded is selected then the approvers are:</td>
<td>Research Grant Funded should be selected when the post will be funded from in full or in part from a Research Grant funds</td>
</tr>
<tr>
<td></td>
<td>1. HoD Approver (e.g. Head of Department / Head of Professional Service)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. HR Approver</td>
<td></td>
</tr>
</tbody>
</table>
3. **Research Finance Approver**

<table>
<thead>
<tr>
<th>College – Academic Services Administration</th>
<th>If College - Academic Services Administration is selected then the approvers are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Academic Services HoD Approver</td>
</tr>
<tr>
<td></td>
<td>2. HR Approver</td>
</tr>
<tr>
<td></td>
<td>3. Finance Approver</td>
</tr>
<tr>
<td></td>
<td>4. COO Approver</td>
</tr>
<tr>
<td></td>
<td>5. PRC approval – only required if a request requires the use of Contingency Funds</td>
</tr>
<tr>
<td></td>
<td>College – Academic Services Administration should be selected when the post will be funded in full or in part from Academic Services. This includes all administrative roles within Academic departments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>If Other is selected then the approvers are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. HoD Approver (e.g. Head of Department / Head of Professional Service)</td>
</tr>
<tr>
<td></td>
<td>2. HR Approver</td>
</tr>
<tr>
<td></td>
<td>3. Finance Approver</td>
</tr>
<tr>
<td></td>
<td>4. Dean / COO Approver</td>
</tr>
<tr>
<td></td>
<td>5. PRC approval – only required if a request requires the use of Contingency Funds</td>
</tr>
<tr>
<td></td>
<td>Other should be selected when the post is funded in full or in part from a source other than those listed. The approval route is the same as for College posts.</td>
</tr>
</tbody>
</table>

*COO – Chief Operating Officer

**Multiple funding sources**

It is possible to select multiple funding sources. Where this is the case then the following workflow rules are applied.

<table>
<thead>
<tr>
<th>Funding Source 1</th>
<th>Funding Source 2</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Research</td>
<td>Research</td>
</tr>
<tr>
<td>College</td>
<td>Academic Services</td>
<td>Academic Services</td>
</tr>
<tr>
<td>College</td>
<td>Other</td>
<td>College</td>
</tr>
<tr>
<td>Research</td>
<td>Academic Services</td>
<td>Academic Services, with Research Finance Approver</td>
</tr>
<tr>
<td>Research</td>
<td>Other</td>
<td>Research</td>
</tr>
<tr>
<td>Academic Services</td>
<td>Other</td>
<td>Academic Services</td>
</tr>
</tbody>
</table>

Boxes to allocate up to 6 account codes are displayed – at least one account code must be added in the required account code format of ANNNNN-NN NNNN and 100 if one code
If Research Grant Funded is selected as the funding source – select Yes if you know the Project Codes or No if the Project Codes are unknown.

If the Project Codes are known the screen will appear for you to add up to 6 codes as above. Enter the codes in the required format and the % splits if applicable.

Grant Funded
For posts funded by a research grant then the following information should be captured.
- Enter the Grant Name/Title
- Select from the drop down list the Grant Funder
- Is the researcher named on the grant – if the researcher is named select Yes otherwise No
- If Yes is selected details about the researcher are required to be completed

<table>
<thead>
<tr>
<th>Title</th>
<th>Forename</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs</td>
<td>Jane</td>
<td>Sheard</td>
</tr>
</tbody>
</table>

- Enter their title, forename and surname.
- An Email address must be provided.
- Enter their telephone number if known.

- If the researcher has permission to work in the UK select Yes. If they do not select No.

**Resident Labour Market Test**

A Resident Labour Market Test is required for roles

If a Resident Labour Market Test is required select Yes. As part of the recruitment process, this will be confirmed by HR and then the post will need to be advertised for 28 days. Please take this into account when planning interview schedules.

If a Resident Labour Market Test is not required select No.

If a Resident Labour Market Test is not applicable for this role select Not Applicable.

**Additional Information**

For all funding sources except research funded the justifications box needs to be completed with details of why the new position is required.
Documents

Supporting Documents – a job description must be uploaded for all new positions

Select the required job description and click on **Select** and then **Attach**

If the new position is for a named researcher the job advert is also required at this time – select Job Advert from the type of file list and upload the required document as above

For non-named researcher roles if you already have the person spec, job advert, Org. Chart and/or further information at this stage these can also be uploaded here

The request is now ready for submission – click on **Submit**

Please note, only text files (.txt), Word Document files (.doc or .docx), Rich Text Format files (.rtf), Portable Document Format files (.pdf) and Excel files (.xls or .xlsx) can be uploaded.
REPLACEMENT POSITION
When you have a post that is currently part of the establishment that needs to be recruited to due to an employee leaving or a vacancy select Replacement Position.

- Enter the Job Title
- Enter the first name and surname of the current/previous post holder
- Enter the post number (if known) – posts numbers must consist of 6 digits
- Select the Faculty/Professional Service from the drop down list
- Select the Department from the drop down list
- The Section field will pre-populate for most Departments unless there is a section beneath the Departmental level e.g. Campus Services

All other fields and the process are as the NEW POSITION process above.

COVER FOR REPLACEMENT POST & COVER FOR VACANT POST
When you have a post that is currently part of the establishment that needs to be recruited to, to provide cover on a short term basis, select Replacement Position.
• **Cover for Vacant Post** should be used when short term temporary cover is required.

• **Cover for Existing Post Holder** should be used when short term temporary cover is required due to a member of staff being absent from work due to maternity leave, long term sickness etc.

The request form is the same as the replacement position form except there are additional contract types to select from.

Select the required contract type

1) If Fixed Term/Casual or Fixed Term Variable are selected a further 2 boxes will be displayed (End Date or Duration)

   Effective Date – enter the start date for the new position DD/MM/YYYY

   OR the Duration (in months) e.g. 12 months

2) If Perm variable is selected:

   Effective Date – enter the start date for the new position DD/MM/YYYY

   All other fields and the process are as the NEW POSITION process above

**AMENDMENT TO CONTRACT**
Amendment to contract should be used to request change to an employee’s contract of employment. For example, change in hours, extension to contract etc.

Select Amendment to Contract – all fields are as the Replacement Position process above apart from selecting the Change Required

If ‘Other’ is selected a box to provide details is enabled

Enter the details in this box

The rest of the fields and process are the same as the New Position request
MAIN ONLINE STAFF REQUEST FORM PAGE

On the main online staff request form page you can see all requests that have been sent to you; categorised by Active Requests or Finished/Withdrawn Requests. If someone else has submitted a request to you for approval you will see ‘Action required’ against the approval.

Searching Requests

To search for a request enter the ID or Name in the ID/Name field and click on Search. The results will show any active requests containing the ID/Name entered in the search field.

Active Requests

No action is required by you on any active requests.

Click on Reset to remove the search filter and see all the requests again.

To filter results if required click on Filter: Show Filter.
This opens up a number of options for filtering the requests. Requests can be filtered by Faculty/Professional Services, School/Department and Section and you can also include any finished requests (approval/rejection completed) in the filter as required.

**Sorting Requests**

To sort the requests click on the title of the column you wish to sort by e.g. Status.

This will sort the requests into alphabetical order of status.
Click the column title again to sort in reverse alphabetical order.

LOGGING OUT

Once you have finished on the job requisition system to log out click on Log Off from the banner at the top of the main screen.

This will take you back to the main login page.
Job vacancies

Our reputation for excellence in teaching and research attracts more than 9,000 students and 1,500 staff of the highest international quality.

Read our recruitment brochure to learn more about our history, university life, academic excellence and our facilities.

Vacancies

Our current vacancies are grouped together into categories below. Select your preferred sort order to see the vacancies in which you are interested. Just click on the individual job links for further information about the post to make an online application.

Sort by Category Show All Jobs

- Academic (1)
- Academic Administration (1)
- Other (1)
- Professional Services (5)
- Research (1)
- Technical Support (1)
- Full list of current vacancies (10)

If you can't find a vacancy at the moment use our email service to be alerted to vacancies in the future.

Find Jobs

Jobs by Email
Search jobs
Advanced Job Search

Login

Email / Username
Login
Password

Stonewall
Diversity Champion

Athena Swan
Bronze Award