Guide to Employment and Finance Approvals including Delegation

Contents

May 2025 V2

Introduction

This Guidance describes how Employment and Finance approvals have been designed and operate in People and Money, including the Principles of Adoption and System Delegation.

The Principles of Adoption and System Delegation were agreed by the Design Authority in June 2020. These have been reviewed by the Enactment Group (November 2021). These are:

We want to achieve our design principles/business case through simplification, standardisation, reduction of duplication and unnecessary steps and automation of administrative workload and not through displacement of work from one part of the organisation to another or from one group of colleagues to another – professional services staff to academic staff; junior to more senior – where there could be hidden costs.

The Design Authority has agreed the following for direct access, system delegation and system roles:

Benefits Realisation

- Benefits will be realised through the simplification, standardisation and reduction of duplication and automation of administrative workloads.
- Benefits will not be realised through the displacement of work from one part of the organisation to another or from one group of colleagues to another where there could be hidden costs – such as professional services staff to academic staff or junior to more senior staff.

Accountabilities and Responsibilities

- The approved financial control environment is a set of policies and procedures that enables the University to operate effectively to achieve its objectives in an environment that focuses on accountability and ethics along with the prevention of theft, fraud and reputational damage.
- The future HR and Finance end-to-end processes include a consistent approach to line management responsibilities throughout the University and make clear accountability for decisions.
- Line managers remain responsible and accountable for ensuring policies and procedures are adhered to, and they retain accountability for ensuring their line manager responsibilities are completed.
- Only University of Edinburgh employees may carry out employment and financial approvals

Standard Delegation Criteria

To ensure that delegation is utilised appropriately and consistently, the following Standard Delegation criteria must be adopted:

- Delegation is for ALL People and Money approval responsibilities to a single person, who must be a University of Edinburgh employee.
- Delegation is in response to a short term need i.e. annual leave, specific work priorities compromising capacity for a period, a period of someone acting up to cover additional responsibilities.
- Delegation must have an end date (exception is where someone is on long term sickness).
- Delegation is for a maximum of 3 months.
- Delegation must be to someone on a higher job grade, same grade or a maximum of two job grades below with the caveat that delegation should not be to a member of staff below a grade 6 (it is deemed appropriate that a manager passes their responsibilities to a depute for a period of time).
- Delegation should be to an appropriate deputy rather than all managers in a School/Department delegating to a single person.
- To ensure financial control and segregation of duties, where a line manager has delegated to one of their reports the delegatee must not submit transactions during the period of delegation.

Delegation in People and Money

Delegation should be set up using Vacation Period within People and Money, prior to the planned absence. A start and end date must be selected along with the name of the person to delegate to. Further information is available in the user guide PM1167 – How to Set up Delegation for a planned or unplanned absence (available under the heading of Absence and Leave).

Delegation will begin after the date of set up, if there are any ‘in flight’ approval tasks assigned to you before the start date of the delegation period, these will continue to sit in your worklist for action. It is therefore important to set up the vacation period and approve any inflight tasks before taking any leave.

Employment Approvals

The following tables provide a summary of the transaction approvals for each of the HR processes.

Process	GH Refresh	Recruitment (Job requisition)	Annual Leave	Change to Assignment	Timecards for Payment		Parental Leave	Unpaid leave
Process summary	Minimum hours offer for a defined period	Process to recruit new employees (all contract types)	Request of annual leave against allocated allowance	Changes to an employees grade, FTE, contract end date	Timecards claim for hours worked by an employee (includes overtime)		Enables employees who meet the necessary criteria to take unpaid leave to look after their child up to their 18th birthday.	Enables employees who meet the necessary criteria to take unpaid Special leave.
Impact of process	Financial commitment created as minimum hours must be paid even if work is not then offered	Financial commitment created per grade and FTE and contact duration (excl GH where commitment is based on offer of refresh hours)	Master data set of when an employee is working or on leave. Tracks leave against allowance. Determines leave to be paid/recovered at end of contract.	Financial commitment amended per grade and FTE and contact duration change	Results in payment of employee. GH hours paid will appear in the GH app.		Impacts on the pay of employees taking parental leave	Impacts on the pay of employees taking Unpaid special leave
Initiator	GH Administrator	Line Manager or School/ Department Administrator (SDA)*	Employee or Line Manager or SDA* on their behalf.	Line Manager or SDA*	Employee	Timekeeper	Employee or Line Manager or SDA	Employee or Line Manager or SDA

Initial Approver	None	Line Manager if initiated by SDA, otherwise it is further approval route below	Line Manager	Line Manager if initiated by SDA, otherwise it is further approval route below	Line Manager**	None	Line Manager if initiated by Employee. None if initiated by Line Manger or SDA	Line Manager if initiated by Employee. None if initiated by Line Manger or SDA
Further Approval Route	None	Finance Manager 2nd Line Manager School/Dept Budget Holder College/PSG Main Budget Holder	None	Finance Manager 2nd Line Manager School/Dept Budget Holder College/PSG Main Budget Holder	None		None	None

*A School/Department administrator (SDA) role has been developed to initiate HR transactions on behalf of a manager as approved by the Design Authority. This allows the role holder to complete and submit HR transactions for approval but does not provide approval rights for these transactions.

**Timecard Approvals - If an employee has multiple assignments, they enter the time worked against any or all of their assignments on a single monthly timecard. Approval will be sought from the line manager of each respective assignment (or timekeeper on their behalf) before the time card is ready to be submitted to Payroll for payment. This means that if one of their managers/timekeepers fails to approve the time card before the payroll deadline the employee will not be paid for any of their assignments. Further information is available within the Guide to Time Recording.

Finance Approvals

The following tables provide a summary of the approvals for each of the Finance processes.

General Ledger and Planning and Budgeting Module (EPM)

The standard approval routing in People and Money includes approval by every line manager in the requestor's hierarchy until the transaction is approved by a line manager with the required job level/approval limit. There will be between 1 and 8 approval points depending on the value of the transaction and the job levels held by approvers in the hierarchy. Details of job levels and financial approval limits are provided at appendix 1.

Process	**Purchase Requisition**	**Change Order**	**Manual purchase invoice exempt invoice (Offline Form)**	**Non-trade vendor payments (Offline Form)**	**Accounts Payable Credit Memo**	**Employee Expenses**	**Expense Advances**	**Sales Invoice**	**Accounts Receivable Credit Memo (Offline Form)**	**Refunds**	**GL Journals**	**Budgets and Forecasts**	**Salary Costing Changes (Form 13 offline)**
Process summary	Initial request to start the purchase to pay process, and to check budget available	Make a change to a purchase order	Manual input and approval of a supplier invoice for payment	Manual input and approval of a payment to a non-trade vendor or student	Allocate a credit from a supplier to the appropriate account code	An employee claiming payment of appropriate personal expenditure in line with the Expenses Policy	Employee request for an advance payment for travel and subsistence expenses	Sales invoice to be generated for customer or student	Apply a credit to a customer's account	Issue a refund to a customer	Ability to add or move actual, accrued or prepaid costs or income	Submission and approval of draft financial budgets and forecasts	Changes to the chart of account coding values and/or percentage split if multiple coding allocations per employee assignment

Impact of process	Approval of the requisition creates the financial commitment, reserves the funds and submits the requirement to purchase to Procurement	Approval of the change order updates the financial commitment, reserves the funds and submits the amended purchase requirements to	Approval will allow the payment to be made and the cost allocated to the correct account code	Approval will allow the payment to be made and the cost allocated to the correct account code	Approval will allow the credit to be allocated to the correct account code	Uncommitted cost where approval will allow the actual cost to be allocated to the correct account code	Approval allows the expense advance to be paid into the requestor's bank account	Monies due to the university are received and allocated to the correct account codes	Approval will allow the debit to be allocated to the correct account code and matched to the original sales invoice	Refund paid into the customer's bank account	Actual, accrued or prepaid costs or income transferred to appropriate account codes	Approval of the draft completes draft submission, escalating it to the next approval level – e.g. from school – to college – to University Group	Changes the budget the actual cost is coded to and/or percentage allocation of the total cost

		Procurement											
Initiator (Requestor)	Individual who needs to make a purchase	Individual who initiated original requisition (user within school or department) or procurement operations	Individual who requests payment of invoice (invoice owner) and submits form and backup to Finance Helpline	Individual who requests payment (payment owner)	Individual who initiated the original requisition/ payment	Employee	Employee	Individual who requests the invoice (sales invoice owner) or source interface e.g., SITS	User who initiated the original sales invoice	Triggered by Sales Credit Memo process where original sales invoice is paid	Finance Business Partnering Team Member	School Finance Business Partnering team (off system Head of School/DoP)	Line Manager or SDA

Preparer (Completes request in People and Money)	Nominated user with a requisitioning role (may also be the requestor)	Nominated user with a requisitioning role or Procurement Operations buyer	Finance Operations Accounts Payable	Finance Operations - Accounts Payable	Accounts Payable	Employee or their Proxy	Employee or their Proxy	Accounts Receivable	Accounts Receivable	Accounts Receivable	Finance Business Partner or FIRST (other employees can complete a manual journal request template)	Finance Business Partner	Payroll
Initial Approver	Requestor's Line Manager	Approval required where change order value is increased beyond tolerance. The first approver from the original requisition	Requestor's Line Manager	Requestor's Line Manager	Credit memo requestor's Line Manager	Employee's Line Manager (Employee approves prior to their Line Manager if the expenses have been submitted by a proxy on their behalf)	Employee's Line Manager (Employee approves prior to their Line Manager if the expense advance has been submitted by a proxy on their behalf)	No approval required	Credit Memo request form – requestors line manager	Approval is via the manual Credit Memo request form	Journal approver based on value of journal (approval groups)	Finance Business Partner/ Head of College Finance (Off system Head of College/ Registrar)	Form 13 Manual Approval by Line Manager
Further Approval Route (if required)	Requestor's Line Manager hierarchy based on transaction value and job	Approver from the original requisition approval hierarchy with the	Requestor's Line Manager hierarchy based on transaction value and job	Requestor's Line Manager hierarchy based on transaction value and job level	Requestor's Line Manager hierarchy based on transaction value and job	Employee's Line Manager hierarchy based on transaction value and job level	Final approval by Finance Operations Audit before payment is made	N/A	Credit Memo request form - Appropriate line manager based on	Approval is via the manual Credit Memo request form	N/A	Deputy Director/ Director of Finance (Off system – Planning Triumvirate	As per Approval table below (Appendix 2)

	level approval limits of each Line Manager	required job level/approval limit (last approver only - intermediate approvers are omitted from the approval routing)	level approval limits	approval limits	level approval limits up to minimum job level 3 only regardless of value.	approval limits			transaction value and job level approval limits			then Finance and General Purposes Committee)	
Risk	Requisition not approved promptly Appropriate budget checks not completed by Line Manager/ nominated approver resulting in potential overspend.	Change order not approved promptly Appropriate budget checks not completed by Line Manager/ nominated approver resulting in potential overspend	Payment not approved promptly Appropriate budget checks not completed by Line Manager resulting in approval of non-compliant spend and/or incorrect allocation of costs	Payment not approved promptly Appropriate budget checks not completed by Line Manager resulting in approval of non-compliant spend and/or incorrect allocation of costs	Credit from supplier not approved promptly to allow refund payment to be issued	Appropriate budget checks and validation to policy are not completed by Line Manager resulting in approval of non-compliant spend and/or incorrect allocation of costs	Appropriate budget checks and validation to policy are not completed by Line Manager resulting in approval of non-compliant spend and/or incorrect allocation of costs	Sales invoice issued in error or with incorrect value	Credit memo invoice issued without correct manual approval of form	Refund issued when a further invoice to replace is due	Journals not posted on time resulting in Financial position not reported correctly. Risk if key staff unavailable at month end	Budget/ forecast delays to submission process on system	Approver on form is not appropriate

Mitigation	Preparer able to view approval hierarchy and follow up with relevant approver if delays. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Preparer able to view approval hierarchy and follow up with relevant approver if delays. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Requestor can contact Finance Operations – Accounts Payable team to check approval status. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Preparer can contact Finance Operations – Accounts Payable team to check approval status. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Requestor can contact Finance Operations – Accounts Payable team to check approval status.	Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Credit Memo issued to correct any identified errors	Finance to review approver information	Ensure replacement invoices are submitted at the same time as the sales credit memo request	FBP and FIRST monitor outstanding approvals	Visibility of deadlines to allow budget holder discussion and data review in advance of finalising submission	Payroll review approver information

Note: Write-offs should be approved by Director of Finance / PRC / Court, although this may in practice be delegated to the Accounts Receivable Manager by the Director of Finance. Further guidance is available within [PM-3660- How to Raise a write off.]

Projects and Grants

Approval routing for projects and grants transactions is different to the standard line manager approval hierarchy in that the approvals initially flow to the research project principal investigator/estates project manager with further approval (if required) following their line manager hierarchy.

Research project principal investigators/Estates project managers may also delegate approval authority for requisitions up to the value of £10,000 to a project team member (minimum grade UE06) allocated to the requisition approver project role on request . If the project requisition transaction value is £10,000 or less the approval will flow to them only.

Project team members allocated to the Project Manager or Requisition Approver roles on a Project must be University of Edinburgh employees.

Process	**Purchase Requisition**	**Change Order**	**Manual purchase invoice exempt invoice (Offline Form)**	**Non-trade vendor payments (Offline Form)**	**Accounts Payable Credit Memo**	**Employee Expenses**	**Expense Advances**	**Sales Invoice**	**Accounts receivable credit Memo (Offline Form)**	**Refunds**	**Journals (Cost Loader)**	**Salary Costing/ Coding Changes (Offline Form 13)**	**Timesheets For Research Projects (SharePoint Forms)**
Process summary	Initial request to start the purchase to pay process, and to check budget available	Make a change to a purchase order	Manual input and approval of a supplier invoice for payment	Manual input and approval of a payment to a non-trade vendor or student	Allocate a credit from a supplier to the appropriate account code	An employee claiming payment of appropriate personal expenditure in line with the Expenses Policy	Employee request for an advance payment for travel and subsistence expenses	Sales invoice to be generated for customer or student	Apply a credit to a customer's account	Issue a refund to a customer	Ability to add or move actual, accrued or prepaid costs or income	Changes to the chart of accounts or project coding values and/or percentage split if multiple coding allocations per employee assignment to allow update to labour schedules in the P&M	Timesheet submitted to record time worked on projects which require enhanced timesheet information

												Labour Distribution module	
Impact of process	Approval of the requisition creates the financial commitment, reserves the funds and submits the requirement to purchase to Procurement	Approval of the change order creates the financial commitment, reserves the funds and submits the requirement to purchase to Procurement	Approval will allow the payment to be made and the cost allocated to the correct project	Approval will allow the payment to be made and the cost allocated to the correct project	Approval will allow the credit to be allocated to the correct project	Uncommitted cost where approval will allow the actual cost to be allocated to the correct project	Approval allows the expense advance to be paid into the requestor's bank account	Monies due to the university are received and allocated to the correct project	Approval will allow the debit to be allocated to the correct account code	Refund paid into the customer's bank account	Actual, accrued or prepaid costs or income transferred to appropriate codes	Changes the budget/project the actual cost is coded to and/or percentage allocation of the total cost	Approved timesheets available for funders and audit purposes where required
Initiator (Requestor)	Project Team Member who needs to make a purchase	Project Team Member who initiated the original requisition or Procurement Operations	Project Team Member who requests payment of invoice (invoice owner)	Project Team Member who requests payment (payment owner)	Project Team Member who initiated the original requisition / payment	Project Team Member	Project Team Member	Project Team Member who requests the invoice (sales invoice owner)	Project Team Member who initiated the original sales invoice	Triggered by Sales Credit Memo process where original sales invoice is paid	Project Team Member	Principal Investigator /project manager/ Project Administrator	Project Team Member
Preparer (Completes request in People	Nominated user with a requisitioning role (may be the requestor)	Nominated user with a requisitioning role (Requestor or Preparer) or	Accounts Payable	Accounts Payable Non-trade vendor bulk	Accounts Payable	Project Team Member or proxy	Project Team Member or Proxy	Edinburgh Research Office	Edinburgh Research Office	Accounts Receivable	Research Grants Section (Finance)	Research Finance Administrators in Schools and Departments	Project Team Member or proxy

and Money)		Procurement Operations Buyer		upload – Accounts Payable									
Initial Approver	Principal Investigator/ Project Manager (or their Line Manager if they are the initiator) Where the Principal Investigator / Project Manager has delegated requisition approval authority to a Project Team Member they will be the initial (and only) financial approver for requisitions up to the value of £10k	Approval required where change order value is increased beyond tolerance. Principal Investigator /Project Manager (or their Line Manager if they are the initiator)	Principal Investigator/Project Manager (or their Line Manager if they are the initiator)	Principal Investigator /Project Manager (or their Line Manager if they are the initiator) Non-Trade vendor Supplier bulk upload – People and Money approval: Principal Investigator /Project Manager (or their Line Manager if they are the initiator)	Principal Investigator/Project Manager (or their Line Manager if they are the initiator)	Principal Investigator /Project Manager (or their Line Manager if they are the initiator) (Employee approves prior to the Principal Investigator /Project Manager if the expenses have been submitted by a proxy on their behalf)	Employee's Line Manager (Employee approves prior to the Line Manager if the expenses have been submitted by a proxy on their behalf)	No approval required	Credit Memo request form: Principal Investigator/project manager	Approval is via the manual credit memo request form	Research Grants Section (Finance)	Manual Form 13 Approval: For employees moving from unrestricted to restricted funding or between projects – PI for the receiving project For employees moving from restricted to unrestricted funding – main budget holder (Head of College or Professional Service Group)	Principal Investigator

Further Approval Route	Principal Investigator /Project Manager's Line Manager hierarchy based on transaction value and job level approval limits	Line Manager in Principal Investigator /Project Manager's hierarchy with required job level/approval limit (last approver only - intermediate approvers are omitted from the approval routing)	Principal Investigator/Project Manager's Line Manager hierarchy based on transaction value and job level approval limits	Principal Investigator /Project Manager's Line Manager hierarchy based on transaction value and job level approval limits Bulk upload - People and Money approval - Principal Investigator /Project Manager's Line Manager hierarchy based on transaction value and job level approval limits	Principal Investigator/Project Manager's Line Manager hierarchy based on transaction value and job level approval limits up to minimum job level 3 only regardless of value	Principal Investigator 's Line Manager hierarchy based on transaction value and job level approval limits	Final approval by Finance Operations Audit before payment is made	N/A	Credit Memo request form - Appropriate line manager based on transaction value and job level approval limits	Approval is via the manual Credit Memo request form	N/A	N/A	N/A
Risk	Requisition not approved promptly – delaying project	Change order not approved promptly – delaying project	Payment not approved promptly Appropriate budget checks not	Payment not approved promptly Appropriate budget checks not	Credit from supplier not applied promptly to achieve refund.	Delay in reimbursing staff Appropriate budget checks and validation	Appropriate budget checks and validation to policy are not completed by approver	Sales invoice issued in error or with incorrect value	Credit memo invoice issued without correct manual	Refund issued when a further invoice to replace is due	Cost reallocations not processed timeously resulting in financial position	Allocation changes are applied without approval	Timesheet evidence unavailable for funders where required may result

	Appropriate budget checks not completed – risk of non-compliant spend/ overspend	Appropriate budget checks not completed – risk of non-compliant spend/overspend	completed by approver resulting in approval of non-compliant spend and/or incorrect allocation of costs	completed by approver resulting in approval of non-compliant spend and/or incorrect allocation of costs		to policy are not completed by approver resulting in approval of non-compliant spend and/or incorrect allocation of costs	resulting in approval of non-compliant spend and/or incorrect allocation of costs		approval of form		not reported correctly and grant claim is incorrect		in grant payment being withheld.
Mitigation	Preparer able to view approval hierarchy and follow up with relevant approver if delays. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Preparer able to view approval hierarchy and follow up with relevant approver if delays. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Requestor can contact Finance Operations – Accounts Payable team to check approval status. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget	Preparer can contact Finance Operations – Accounts Payable team to check approval status. Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Requestor can contact Finance Operations – Accounts Payable team to check approval status.	Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Approver able to reassign approval or 'route task' to add another person as an approver (e.g. budget holder or specialist to check specification)	Credit Memo issued to correct any identified errors	Finance to review approver information	Ensure replacement invoices are submitted at the same time as the sales credit memo request	Project Administrators and Edinburgh Research Office to liaise on cost allocations and ensure processed in advance of claim dates	Guidance on requirement to utilise form approval and trigger to update labour schedules	Project Administrators aware of funder requirements and monitor that timesheet are recorded timeously

			holder or specialist to check specification)										

Appendix 1 - Job Levels and Financial Approval Limits

A job level determines how much University resource someone can approve in line with the Delegated Authority Schedule (DAS), as outlined in the table below. Every employee within the University must have an appropriate Job level. Further information is available in the Guide to Job Classifications and Positions.

Job levels and Financial Approval Limits *Version 2.6*

General Ledger / CoA Approvals					
Job Level (i)	Approver – where defined in Delegated Authority Schedule (DAS)	Requisition Approval	Manual AP Invoice Approval	AP Credit Memo Approval	Expenses Approval
N/A	Committee – e.g. University Court	> £2m	> £50k	> £2m	> £100k
8	Principal	£2m	£50k	All values	100k
7	Head of College Head of Professional Services Groups (CSG/ISG/USG) Director of Finance Director of Estates	£1m	£50k	All values	£50k
6	Head of School/Department Dean of Deanery	£500k	£25k	All values	£10k
5	Delegation to these job levels is defined by job within People and Money	£100k	£10k	All values	£1k
4		£50k	£5k	All values	£500
3		£25k	£1k	All values	£100
2		£10k	None	None	None
1		£2k	None	None	None
0		None	None	None	None

(i) Job levels are not used for one-time payments (e.g. visitor expenses) or AR credit notes – they are approved by the requestor's line manager regardless of value.

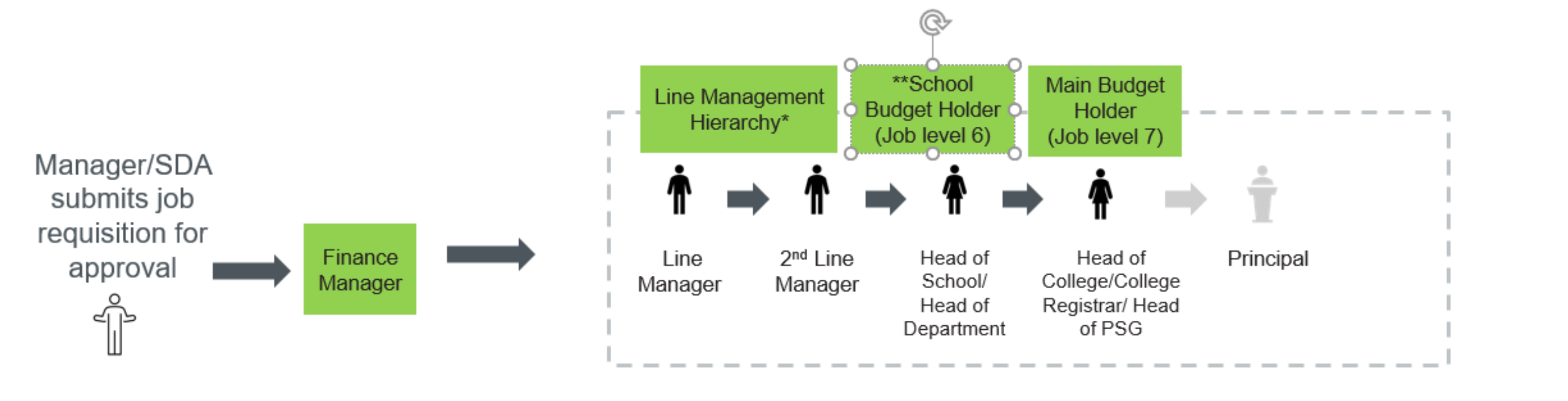
Projects and Grants Approvals					
Job Level (ii)	Approver	Requisition Approval	Manual AP Invoice Approval	AP Credit Memo Approval	Expenses Approval
N/A	Principal Investigator Project Manager (Estates)	£50k	£5k	All Values	£1k
N/A	Project Requisition Approver Role	£10k	None	None	None

(ii) Projects approval limits are linked to roles in the projects module rather than allocted through job levels. Where a project transaction is above the Principal Investigator/Project Manager approval limit it will be routed to their line manager for approval and refer to the line manager's job level approval limits.

(iii) A principal investigator/project manager/requisition approver can have two approval limits. As well as approval limits assigned through their project role for project transactions they may also have a job level assigned to them which gives them different approval limits for general ledger/CoA transactions

Appendix 2 – HR and Finance Approval Workflow

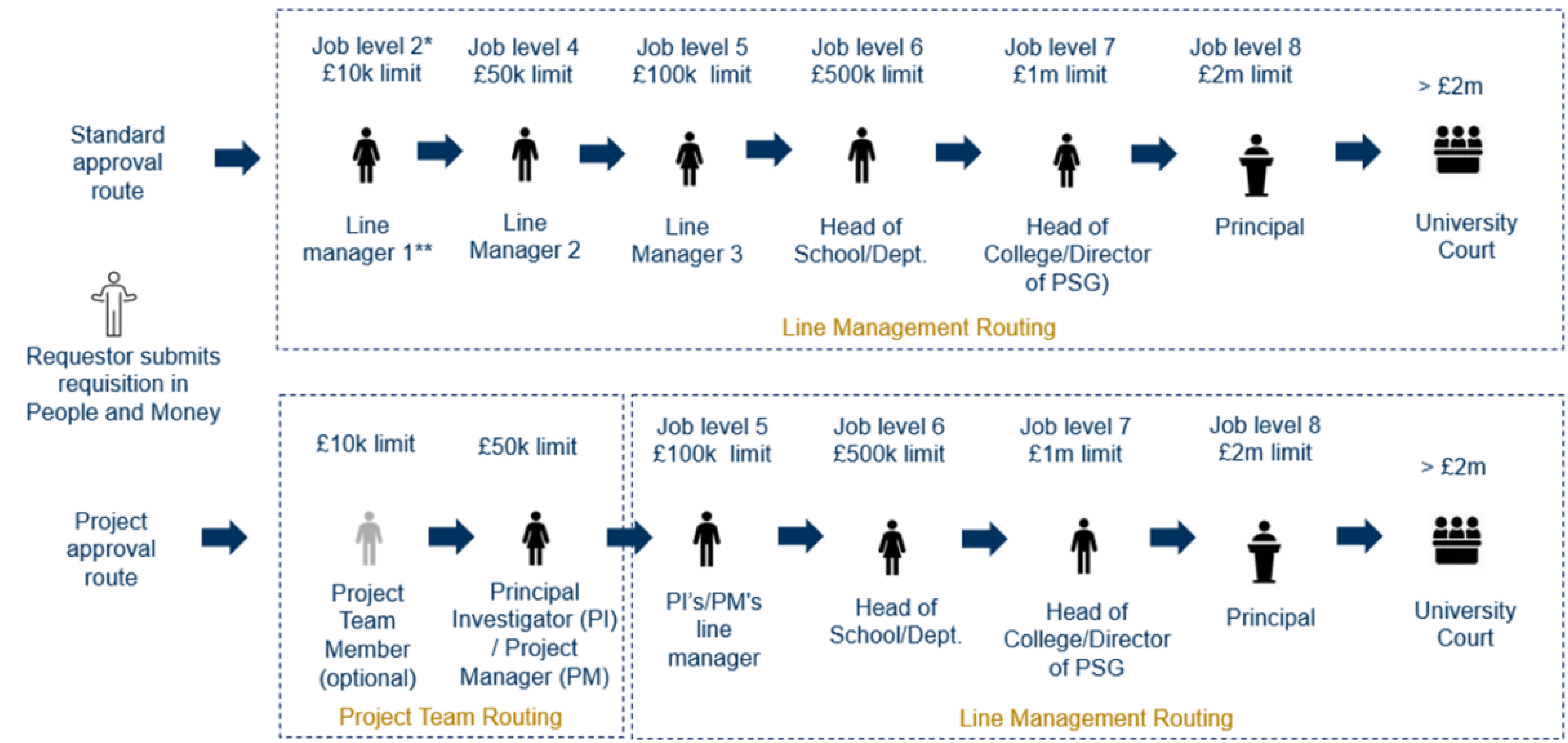
HR approvals - Job Requisitions and Change Assignments



Nb. Issues identified in testing prevented HR phase 1 going live with the agreed approval model. An interim process was adopted with all approvals going to Head of College/Director of PSG with a commitment to move to the agreed approval model at a later date.

*In many schools/depts. there are more than two layers of line manager below HoS/HoD level
**Some employment approvals will stop at this level in line with the Design Authority agreement e.g. externally funded posts

Finance Approval Workflow



* Not all job levels will necessarily be included in the line management hierarchy
** An approval hierarchy will contain varying numbers of line manager layers below Head of School/Department

Managing Research Salary Costs

If costs related to an assignment are to be charged in part or total to cost centre 30010003 (research salary control account) a research salary management labour schedule in People and Money may need to be created or amended. Please liaise with your school research administration team to provide this information if required. For further information on staff costs on projects, please see the Research Finances SharePoint.

Research Finance Administrators can find more information and guidance on the User Guides page of the Finance Development Hub.

Appendix 3 - Finance approval workflow routing options

In addition to delegation set up through vacation period functionality described above, other approval routing options are available to the approver at the transaction approval stage for requisitions, staff expenses etc. These approval routing options may be used where it would be appropriate for someone other than, or in addition to, the requestor’s line manager to approve the transaction.

Approval Routing Actions	**Functionality**	**Recommendation for use**
Reassign	Reassigns approval task but not approval level to another user. After approval by the assignee, the approval workflow follows the assignee's hierarchy if further approval is required.	Where approval needs to be completed by a specific budget holder and then their line manager hierarchy.
Route Task	Approve and add an additional approver to the approval workflow (directly after current approver) After approval by the additional approver the approval workflow returns to the original approval hierarchy if further approval is required.	Adding a budget holder or interested person into the approval hierarchy.

Appendix 4 - HR approval scenarios and final approvers

Approval Scenario	Posts	Main Budget Holder (Level 7)	School/ Department Budget Holder (Level 6)
Additional allowances	Allowances such as: acting up, on-call, out of hours, etc.		*
Change of salary code	Change of Salary Costing from Restricted fund segments to Unrestricted fund segments irrespective of the amount.	*	
Chair appointments	Follows normal approval but has additional step of approval to Principal.*	*	
Clinical posts	Any clinical professorial post.	*	
Envelope submissions	All new Envelope Submissions* (or increases to existing Envelope Submissions)	*	
Envelope submissions	Individual vacancies where an Envelope Submission has been approved (unless to increase the size of the envelope)		*
Extension to contract (> 6 months)	Extensions of Internally funded Fixed Term Contract roles where there is an additional internal cost.	*	
Extension to contract (< 6 months, including any previous extensions)	Extensions of Internally funded Fixed Term Contract roles where there is an additional internal cost.		*
Externally funded posts	Roles that do not have a financial implication for the full duration of the commitment .i.e. externally funded posts.		*
Fixed Term Contracts to Open Ended Contract conversions	All transfers from Fixed Term to Open-ended status irrespective of funding source	*	
Guaranteed hours envelope *	All new Guaranteed Hours Envelope Submissions* (or increases to existing Envelope Submissions)	*	
Temporary absence cover	Any maternity cover (or other equivalent leave) which have internally funded financial implications for any part of the duration of the commitment	*	
UE10 posts	Any UE10 academic, professional or support post.	*	
Increase in hours	Increase in hours where there is an additional internal cost.	*	

(Increase is for > 10 hrs per week or more for 6 months or more).			
Increase in hours (Increase is <10 hours per week or for less than 6 months)	Increase in hours where there is an additional internal cost.		*
Increase of salary contributions (> 10% increase)	Increase of internal funding salary contribution where there is an additional internal cost	*	
Increase of salary contributions (< 10% increase)	Increase of internal funding salary contribution where there is an additional internal cost.		*
New post (> 6 months)	Any new posts to be filled which has internally funded financial implications for any part of the duration of the commitment.	*	
New post (< 6 months)	Any new posts to be filled which has internally funded financial implications for any part of the duration of the commitment.		*
Position management	New posts arising from departmental reorganisations or restructuring.	*	
Promotions	Promotions with post holder in place Note: Approval process is primarily through structured committee governance.	***(see Note)**	
Re-gradings	Re-gradings with post holder(s) in place Note: Approval process is primarily through structured committee governance.	***(see Note)**	
Replacement post	Internally funded non-like for like replacements of posts.	*	
Replacement post	Internally funded like-for-like replacements of posts.	*	
Secondments	Any secondment roles which have internally funded financial implications for any part of the duration of the commitment	*	
Splitting of a position into fractions or job shares	May or may not have a financial implication but will increase the number of positions in a school/ department	*	
Student experience envelope *	All new Student Experience Envelope Submissions* (or increases to existing Envelope Submissions) e.g. for Students employed in designated 'Student Experience' posts (J fixed term reason code) and 'Employed' posts (D fixed term code) roles. The contract should last no longer than the successful candidate's period of study*		*
Temporary absence cover	Sickness or other absence cover which have internally funded financial implications for any part of the duration of the commitment	*	