



Cintra Self-Service

Authority to Recruit for Managers

User Guide

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Cintra HR and Payroll Services Ltd

Computer House

353 High Street

Gateshead

Tyne & Wear

NE8 1ET

Phone +44 (0) 191 478 7000

Fax +44 (0) 191 478 6060

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CHAPTER 1

About Authority to Recruit

Both the employee (who has managerial responsibilities) and manager have the ability to request to recruit a member of staff within **Self-Service** for an existing post or a new post.

The employee can request to recruit a member of staff for an existing post or new post and the manager has the ability to approve or reject the **Authority to Recruit** request.

This document describes the process of how managers approve recruitment requests.

IMPORTANT! This module is configurable according to your requirements. For instance, the **Approval** functionality within the application can be turned on or off. For more information as to how you can configure your **Authority to Recruit** module, contact the **Cintra Support** team.

This chapter describes the following:

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Manager Overview

As a manager, you can perform the following:

- » Filter the requests by date range.
- » Filter the requests by **Status**. eg Approved, Rejected, Submitted etc.
- » Filter the requests by **Employee**.

Authority To Recruit (cintra) Philippa Pandemonium

Post/Deputy: Academy Headteacher | Requests Between: [] [] | Status: All items checked | Recruiter: All items checked

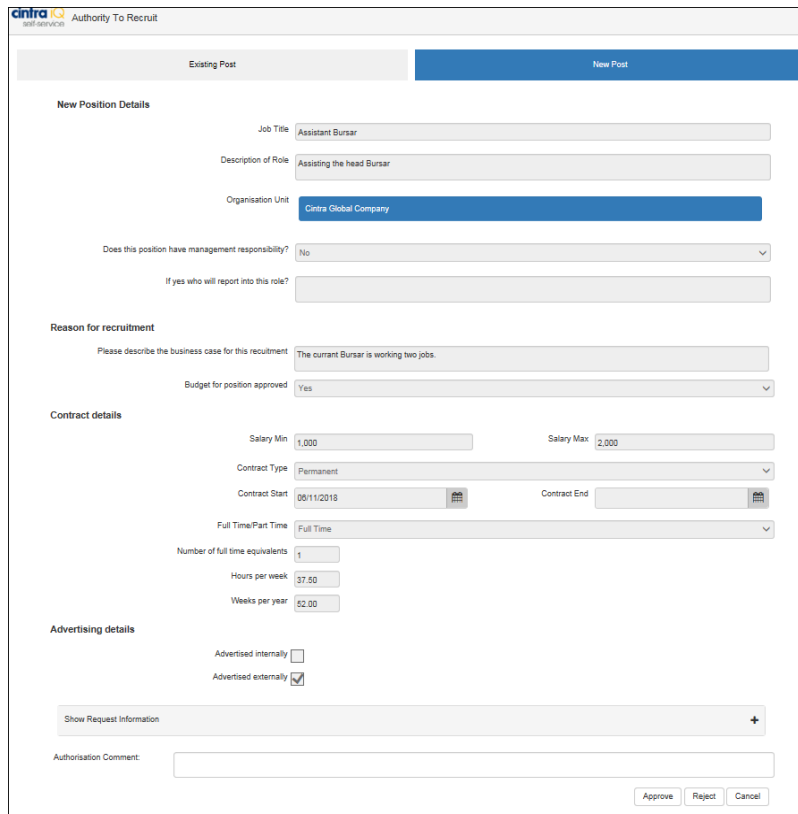
Recruiter	Job Title	Org Unit	Date Raised	Request Status
Celestina Bolles	Assistant Bursar	Cintra Global Company	08/11/2018	Submitted
Celestina Bolles		Cintra Global Company	08/11/2018	Approved
Celestina Bolles		Cintra Global Company	08/11/2018	Submitted

1 - 3 of 3 items

Authority to Recruit form

Within this form you can perform the following:

- » Review the **Submitted** request.
- » View the approval chain. Depending on how your **Self-Service** is configured, there may be a chain of approvers in place whereby several managers must approve the request.
- » Enter an **Authorisation Comment**.
- » Approve the **Submitted** request.
- » Reject the **Submitted** request.



The screenshot shows the 'Authority To Recruit' form in the cintra self-service system. The form is divided into several sections:

- Existing Post / New Post:** A toggle at the top, with 'New Post' selected.
- New Position Details:**
 - Job Title: Assistant Bursar
 - Description of Role: Assisting the head Bursar
 - Organisation Unit: Centre Global Company
 - Does this position have management responsibility?: No
 - If yes who will report into this role?:
- Reason for recruitment:**
 - Please describe the business case for this recruitment: The current Bursar is working two jobs.
 - Budget for position approved: Yes
- Contract details:**
 - Salary Min: 1,000 | Salary Max: 2,000
 - Contract Type: Permanent
 - Contract Start: 06/11/2018 | Contract End:
 - Full Time/Part Time: Full Time
 - Number of full time equivalents: 1
 - Hours per week: 37.50
 - Weeks per year: 52.00
- Advertising details:**
 - Advised internally:
 - Advised externally:
- Show Request Information:** A button with a plus sign.
- Authorisation Comment:** A text input field.
- Buttons:** Approve, Reject, Cancel

CHAPTER 2

About Authority to Recruit FAQ

Since it is only the manager who can approve the request, this chapter contains **FAQs** for managers only.

This chapter describes the following:

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General

Where do I start?

Once an **Authority to Recruit** request has been submitted by an employee, the request must be reviewed and approved by one or more manager(s), based on your company's tiered approval structure. Once the request is in the system, you can see its status on the **Authority to Recruit** page.

Manager

This section explains how to perform the managerial tasks within the **Cintra Self-Service Authority to Recruit** module.

How does an HR administrator review the request?

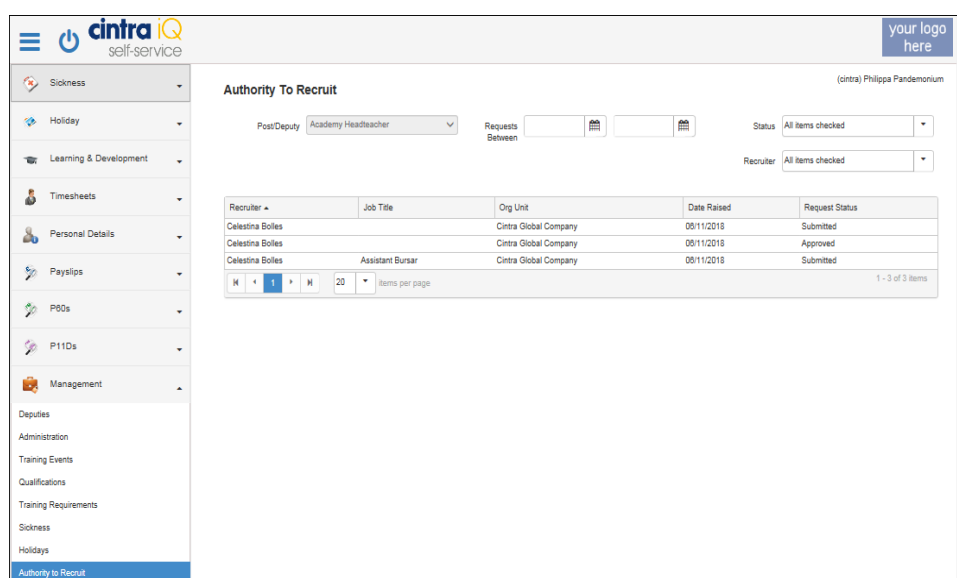
Once a request is approved by a manager(s), it appears as a record in **Cintra iQ> Recruitment> Authority to Recruit**. The HR administrator can then process the request or create a new post if applicable.

How do I approve/reject authority to recruit requests?

Once an employee (who has managerial responsibilities) has submitted an **Authority to Recruit** request, **Self-Service** notifies you by email that the request needs to be approved. But if you create your own **Authority to Recruit** request or a request on behalf of the employee, it is automatically approved if you are the sole manager. Otherwise the request must go through tiered approval process.

To approve a request:

1. Navigate to the **Management** panel menu.
2. Select **Authority to Recruit**. The **Authority to Recruit** page appears containing the request records.



Authority To Recruit

Post/Deputy: Academy Headteacher | Requests Between: [] [] | Status: All items checked | Recruiter: All items checked

Recruiter	Job Title	Org Unit	Date Raised	Request Status
Celestina Bolles		Cintra Global Company	05/11/2018	Submitted
Celestina Bolles		Cintra Global Company	05/11/2018	Approved
Celestina Bolles	Assistant Bursar	Cintra Global Company	05/11/2018	Submitted

1 - 3 of 3 items

- Click the desired request with the status: **Submitted**. The **Authority to Recruit** form appears.

cintra self-service Authority To Recruit

Existing Post | **New Post**

New Position Details

Job Title: Assistant Bursar

Description of Role: Assisting the head Bursar

Organisation Unit: Cintra Global Company

Does this position have management responsibility? No

If yes who will report into this role?

Reason for recruitment

Please describe the business case for this recruitment: The current Bursar is working two jobs.

Budget for position approved: Yes

Contract details

Salary Min: 1,000 | Salary Max: 2,000

Contract Type: Permanent

Contract Start: 08/11/2018 | Contract End:

Full Time/Part Time: Full Time

Number of full time equivalents: 1

Hours per week: 37.50

Weeks per year: 52.00

Advertising details

Advised internally:

Advised externally:

Show Request Information +

Authorisation Comment:

Approve | Reject | Cancel

- Review the request.
- Enter an **Authorisation Comment** if necessary.
- Click the **Approve** or **Reject** button, depending upon your decision.
 - » The request's status is updated accordingly in the **Authority to Recruit** page.
 - » The request's status is updated accordingly in the employee's **Authority to Recruit** page.

How do I approve/reject a request that is in an approval chain?

If you are in a tiered approval structure, an email is sent to you, the next approver in line, stating that the request requires your attention. You can then review the request and the comments made by the previous approvers by clicking the **Show Request Information** drop down at the bottom of the form. The **Tier** of approval, the **Approver**, the **State** of the request, and the **Date** the request is approved is displayed. Continue to enter an authorisation comment and either approve or reject the request.

Can I edit an authority to recruit request?

No, you cannot change any details except to add a comment before you approve or reject the request.

Can I delete an authority to recruit request?

No, you cannot.

Can I update an employee's authority to recruit request?

No, you cannot.

Where can I report on the authority to recruit?

You can report on authority to recruit data by creating a custom report within **Cintra iQ**. For more information about creating reports in **Cintra iQ**, see **Reports** in the **Cintra iQ** and **Self-Service** online help.

