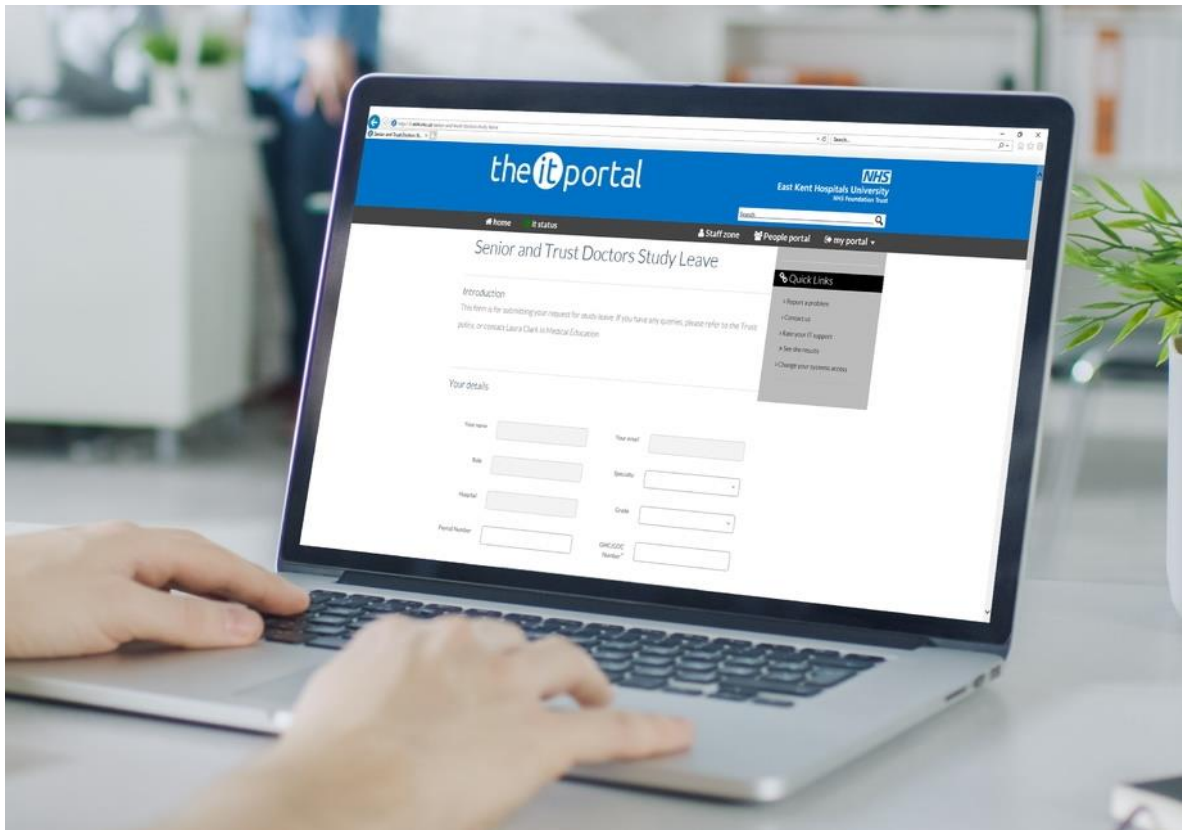# Senior Study Leave Electronic Form Approvers' User Guide



Version 1

September 2019

This is the second part of the Electronic Senior Study Leave application process; comprising a quick guide for all approvers, including **DSAs** and **Clinical Leads**.

## DSA Approval Process

As soon as the applicant has submitted their form it will go through two stages of approval: one by the DSA, and the second by the Clinical Care Group Director or Service Lead Approval.

Initially the DSA will receive an email in their NHS Inbox from "**IT Service Support Team**", with the subject line: "**FOR ACTION: Approval by DSA**"



Click on the blue text **Click here to respond**.

If prompted, log into the People Portal using your AD username and password. You will see the following screen:

The approver must verify the details of the request before proceeding. Once confirmed, use the green button to approve the request. If for any reason you need to reject the request, use the comments field to provide details before clicking on the red button.

Alternatively, you can log into the People Portal (https://hr.ekhuft.nhs.uk/) and click on **My Actions** to see all the forms that require your approval.

Your Response

Comments

[ ]

[ I agree to approve this request ]

[ I reject this request ]

Request Status: Waiting approval

1. Approval by DSA / BAM
   ⟳ Waiting for response from ▓▓▓▓▓▓▓▓
      1. Approval by Clinical Care Group Director / Service lead
         ⏸ This action will start on approval of the previous one .
         To be actioned by ▓▓▓▓▓▓▓▓
            1. Approval by Medical Education
               ⏸ This action will start on approval of the previous one .
               To be actioned by Medical Education

The details

💡 **You have 2 actions to respond to...**

Once you have clicked on the relevant form you can approve or reject the request.

## Clinical Care Group Approval Process

Once the request is approved by the DSA it advances to the next stage of approval: the Clinical Care Director or the Service Lead. The Clinical Lead will receive an email in their NHS Inbox from "**IT Service Support Team**", with the subject line: "**FOR ACTION: Approval by Clinical Care Group Director**…"

| ✉ | **IT Service Support Team** | **FOR ACTION: Approval by Clinical Care Group Director / Se... Fri 06...  51 KB** |
|---|---|---|

IS   Fri 06/09/2019 15:20
     IT Service Support Team <ekh-tr.ITServiceSupport@ekhuft.nhs.uk>
     FOR ACTION: Approval by Clinical Care Group Director / Service lead
To   ○ ▓▓▓▓▓▓▓  (EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST)

**Application for Study and Professional Leave : RN67433** Approval by Clinical Care Group Director / Service lead

Please action this form submitted by ▓▓▓▓▓. **Click here to respond.**

| **Your details** | | | |
|---|---|---|---|
| Your name | ▓▓▓▓▓ | Your email | ▓▓▓@nhs.net |
| Role | ▓▓▓▓▓▓▓ | Specialty | Acute Internal Medicine |
| Hospital | QEQM Hospital | Grade | Consultant |
| Payroll Number | ▓▓▓ | GMC/GDC Number | 436546576 |
| Number of contracted PAs (if applicable) | 5 | | |
| Comments | | | |

Click on the blue text **Click here to respond**.

If prompted, log into the People Portal using your AD username and password. You will see the following screen:



The approver must verify the details of the request before proceeding. Once confirmed, use the green button to approve the request. If for any reason you need to reject the request, use the comments field to provide details before clicking on the red button.

Alternatively, you can log into the People Portal (https://hr.ekhuft.nhs.uk/) and click on **My Actions** to see all the forms that require your approval.



Once you have clicked on the relevant form you can approve or reject the request.