Manager Self Service

All Actions Awaiting Your Attention

(Not included in the Payroll Interface)

Version control

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<th>Last reviewed:</th>
<th>Date</th>
<th>Comments</th>
<th>Modified by</th>
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<td>1 September 2016</td>
<td>First Draft</td>
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<td>27 October 2016</td>
<td>Approval of SOP group</td>
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Contents

1. All Actions Awaiting Your Attention

Standard Operating Procedure

1. All Actions Awaiting Your Attention

Navigate to NHSS *Manager* Self Service

(Variations NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)

1. Click All Actions Awaiting Your Attention (Shows any transaction for your attention as well as transactions made by you awaiting your Line Manager/HR approval)
2. Available actions will also show in your worklist

Transactions Awaiting Your Approval

3. Click on appropriate transaction under Subject
4. Review changes and click Return for Correction, Approve, Reassign or Reject
5. If Return for Correction chosen, Select person, add a note if appropriate and click Submit
6. If Reassign chosen, click on search icon
7. Search by: Name (Surname, Forename), Username or Email
8. Click Go
9. Select appropriate person
10. Click Select
11. Enter comments and click Submit, click Home

Transactions Awaiting Line Manager/HR Approval – View only