Manager Self Service

Change Cost Centre

(Included in the Payroll Interface)

Version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Last reviewed</th>
<th>Comments</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.0</td>
<td>29 December 2016</td>
<td>First Version REF209</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.1</td>
<td>24 July 2018</td>
<td>Brand Refresh</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.2</td>
<td>18 March 2019</td>
<td>Change to steps to ensure re-allocation used in correct circumstances</td>
<td>Andrea Hall</td>
</tr>
<tr>
<td>2.0</td>
<td>20 March 2019</td>
<td>Guidance Notes Added.</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>2.1</td>
<td>29 October 2019</td>
<td>Addition of Reallocation guidance</td>
<td>Andrea Hall</td>
</tr>
</tbody>
</table>

Guidance Notes

Cost centres attached to financial and work structures must be recorded against each assignment. Where an employee changes their post, the cost centre will usually require to be changed.

This SOP details how managers can change the cost centre held against employees or move employees from one cost centre to another. This transaction will be available to the employee to view once recorded. The transaction may also go for further approval to HR or next line manager dependant on local board setup. This transaction will be sent to payroll via the interface.

Information Required

To continue with this transaction on eESS you will need the following;

- Ensure employee has a self service user account
- Correct cost centre as aligned to sub-department
- Follow SOP233 ‘Change of Position’

Contents

1. Change Cost Centre [p1]
2. Reallocation [p2]

Standard Operating Procedure

1. Change Cost Centre

Navigate to NHSS *Manager* Self Service

(Variations NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)
1. Click **Change Cost Centre**

2. Select employee from hierarchy to whom transaction applies and click **Action**
   
   If there are **Actions Awaiting Your Attention** select **Start** under **Selected Action**

3. Confirm or amend effective date, click **Continue**

4. Click on Search for Cost Codes icon, change **Main Cost Centre Code** and/or **Main Account Code** by overwriting or using the **Search** icon

5. Scroll down to the bottom of the page and click **Create**

6. Scroll back down to bottom of page and select new **code combination** – then click **Select**

7. Current information is shown, click **Next**

8. Old information is shown, ignore click **Submit**

9. Click **OK**

---

2. **Reallocation**

   **Only enter Reallocation Cost Centre, Reallocation Account Code and Reallocation % if costs for employee are being split between different Cost Centres.**

   Navigate to **NHSS *Manager* Self Service**

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

1. Click **Change Cost Centre**

2. Select employee from hierarchy to whom transaction applies and click **Action**

   If there are **Actions Awaiting Your Attention** select **Start** under **Selected Action**

3. Confirm or amend effective date, click **Continue**

4. Click on Search for Cost Codes icon

5. Enter **Reallocation1 Cost Centre** and **Reallocation1 Account Code** by using the **Search** icon

6. Enter **Reallocation1 %** (this is percentage of salary to be paid from Reallocation Cost Centre1)

   If further Cost Centres to be entered repeat the above 2 steps for Reallocation2, Reallocation3 etc

7. Scroll down to the bottom of the page and click **Create**

8. Scroll back down to bottom of page and select new **Code Combination** – then click **Select**

9. Current information is shown, click **Next**
10. Old information is shown, ignore, click **Submit**

11. Click **OK**

Note: If when searching for a Cost Centre it does not exist please contact your local Board eESS team to have this added