Manager Self Service
Change Cost Centre

(Included in the Payroll Interface)

Version control

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<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
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<td>29 December 2016</td>
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<td>1.1</td>
<td>24 July 2018</td>
<td>Brand Refresh</td>
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1. Change Cost Centre
2. Business Rules

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
3. If there are Actions Awaiting Your Attention select Start under Selected Action
4. Confirm or amend effective date, click Continue

5. Click on Search for Cost Codes icon , change Main Cost Centre Code and/or Main Account Code by overwriting or using the Search icon (if Cost Centre does not exist – Contact your Local eESS Team)
   a. If applicable Enter Reallocation cost centre, Reallocation account code and Reallocation %
6. Scroll down to the bottom of the page and click Create
7. Scroll back down to bottom of page and select new code combination – then click Select
8. Current information is shown, click Next
9. Old information is shown, ignore Click Submit
10. Click OK