Manager Self Service
Change Hours
(Included in the Payroll Interface)

Version control

<table>
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<th>Version</th>
<th>Date</th>
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<tbody>
<tr>
<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<tr>
<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
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<td>1.0</td>
<td>29 December 2018</td>
<td>First Version REF211</td>
<td>Lorna Johnston</td>
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<tr>
<td>1.1</td>
<td>29 August 2917</td>
<td>Running order &amp; payroll interface changes</td>
<td>Karen Gormal</td>
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<tr>
<td>1.2</td>
<td>25 July 2018</td>
<td>eESS Brand Refresh &amp; added note re Contract Type</td>
<td>Lorraine Whyte</td>
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Standard Operating Procedure
1. Change Hours

Navigate to ➔ NHSS *Manager* Self Service

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

1. Click Change Job and Terms
2. Select employee from hierarchy to whom transaction applies and click Action
   NB: If there are Actions Awaiting Your Attention select Start under Selected Action to progress this action before proceeding
3. Confirm or amend effective date, click Continue
4. Scroll down to Working Hours section
5. Enter change of hours in the Standard Basic Hours field
6. Scroll down to Other Assignment Information section
7. Ensure Contact Type field reflects Standard Basic Hours, e.g. 37.5 hours with Full Time-Permanent (AfC) or 40 hours with Full Time – Permanent (Clinical). Less than these values are considered Part Time. Permanent/Temporary reflects the type of contract and not to record a temporary change. To record a temporary change complete Temporary Notes, see 9c below
8. Click Next, ignore FTE warning message, click Next
9. Assignment Info Page
a. If employee is to be paid differently from **Contracted Basic Hours** enter appropriate
   hours in **Standard Basic Hours** field

   NB: Seek guidance from HR colleagues regarding **Standard Basic Hours** process before
   proceeding e.g. Term Time staff

b. If the employee is moving to weekly pay from monthly complete the **Weekly Justification**
   field to notify payroll of the reason

c. If the change to the employee’s hours is for a temporary period of time i.e. 3 months you
   must complete the **Temporary Notes** field with the reason for change and the time period of
   the change for example 3 months to payroll *This is mandatory*

10. Click **Next**

11. Review changes made, identifiable by blue dot, click **Submit**