Manager Self Service

Change Hours

(Included in the Payroll Interface)

Version control

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<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>
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<tr>
<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 2017</td>
<td>Running order &amp; payroll interface changes</td>
<td>Karen Gormal</td>
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<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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<td>2.0</td>
<td>20 March 2019</td>
<td>Guidance Notes Added</td>
<td>Lorna Johnston</td>
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Guidance Notes

This SOP details how managers can change the contracted hours held against employees. 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 dependent on local board setup. This transaction will be sent to payroll via the interface.

Employees and managers should refer to their local Board policies for further support and guidance on employment terms.

Information Required

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

- Ensure employee has a self service user account
- Dates and hours change

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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**