Manager Self Service

Change Hours

(Included in the Payroll Interface)

Version Control

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<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>
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<td>1.0</td>
<td>29 December 2018</td>
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<td>Lorna Johnston</td>
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<td>1.1</td>
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<td>1.2</td>
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<td>eESS Brand Refresh &amp; added note re Contract Type</td>
<td>Lorraine Whyte</td>
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<td>2.0</td>
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<td>Guidance Notes Added</td>
<td>Lorna Johnston</td>
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<td>Change of wording to reflect Contracted Hours field &amp; Term Time Working section added</td>
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<td>Re-worded Term Time Working steps 13 &amp; 19 for clarification</td>
<td>Andrea Hall</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 next line manager or HR dependant 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 **Contracted Hours** field
6. Scroll down to **Other Assignment Information** section
7. Ensure **Contract Type** field reflects **Contracted 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 Hours** enter appropriate hours in **Standard Basic Hours** field (See Section 2 for term time working)
   
   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, e.g. 3 months, you must complete the **Temporary Notes** field with the reason for change and the time period of the change **this is mandatory**
10. Click **Next**
11. Review changes made, identifiable by blue dot, click **Submit**

2. **Term Time Working**

   Note: Please seek guidance from HR regarding local term time working process before proceeding

   Where an employee is changing to term time working

   12. Follow steps 1-8 above
   13. On Assignment Info Page, enter weekly hours to be paid in **Standard Basic Hours**
   14. Enter 'Y' in **Term Time Worker** field
   15. Enter number of weeks in **Term Time Weeks Worked** field
   16. Click **Next**
   17. Review changes made, identifiable by blue dot, click **Submit**
Where an employee is reverting to normal contracted hours

18. Follow steps 1-8 above
19. On Assignment Info Page, remove weekly hours to be paid in **Standard Basic Hours
20. Enter ‘N’ in Term Time Worker field
21. Remove number of weeks in Term Time Weeks Worked field
22. Click Next
23. Review changes made, identifiable by blue dot, click Submit