Manager Self Service

Change Location

(Not included in the Payroll Interface)

Version control

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<th>Date</th>
<th>Comments</th>
<th>Modified by</th>
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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>24 July 2018</td>
<td>Brand Refresh</td>
<td>Lorna Johnston</td>
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1. Change Location  [p1]

Standard Operating Procedure

1. Change Location

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
3. Confirm or amend effective date, click Continue
4. Scroll down to Location
5. Clear current Location
6. Click Search icon
7. Type % followed by first 4 letters of new location, click Go
8. Quick Select relevant new Location
9. Click Next, ignore warning message, click Next
10. On Assignment Info page click Next
11. Review changes made, identifiable by blue dot, click Submit