Manager Self Service

Change Location

(Included in the Payroll Interface)

Version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<th>Modified by</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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<tr>
<td>1.0</td>
<td>29 December 2016</td>
<td>First Version REF209</td>
<td>Lorna Johnston</td>
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<tr>
<td>1.1</td>
<td>24 July 2018</td>
<td>Brand Refresh</td>
<td>Lorna Johnston</td>
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<td>2.0</td>
<td>2 April 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 location 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 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

Contents

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**