Manager Self Service
NHSS Assets Issued
(Not included in the Payroll Interface)

Version control

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<tr>
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<th>Date</th>
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</tr>
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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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<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 2016</td>
<td>First Version REF219</td>
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<td>1.1</td>
<td>27 June 2018</td>
<td>eESS Brand Refresh</td>
<td>Paula Wood</td>
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1. Enter NHSS Assets Issued
2. Delete NHSS Assets Issued

Standard Operating Procedure

1. Enter NHSS Assets Issued

Navigate to NHSS *Manager* Self Service

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

1. Click NHSS Assets Issued
2. Select employee from hierarchy to whom transaction applies and click Action
3. Click Add, or Update
4. Enter the following information;
   a. Asset Type
   b. Asset Name
   c. Asset Number/ID
   d. Manufacturer
   e. Make/Size
   f. Model/Colour
   g. Issue Date
   h. Return Date
   i. Additional Comments
5. Click **Apply**, click **Next**

6. Review changes and click **Submit**, changes will be sent for approval

7. Click **Home**

2. **Delete NHSS Assets Issued**

1. Click **NHSS Assets Issued**

2. Select employee from hierarchy to whom transaction applies and click **Action**

3. Click **Delete**

4. Click **Apply**, click **Next**

5. Review changes and click **Submit**, changes will be sent for approval

6. Click **Home**