Manager Self Service

Previous NHS / Other Reckonable Service
(Not included in the Payroll Interface)

Version control

<table>
<thead>
<tr>
<th>Last reviewed: June 2018</th>
<th>Comments</th>
<th>Modified by</th>
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<tbody>
<tr>
<td>Version</td>
<td>Date</td>
<td></td>
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<tr>
<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
</tr>
<tr>
<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP group</td>
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<tr>
<td>1.0</td>
<td>29 December 2016</td>
<td>First Version REF224</td>
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<tr>
<td>1.1</td>
<td>27 June 2018</td>
<td>eESS Brand Refresh Removed “Service Verified” from instructions as not a recognised function</td>
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Standard Operating Procedure
1. Previous NHS / Other Reckonable Service

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

1. Click Prev NHS/other reckonable service
2. Select employee from hierarchy to whom transaction applies and click Action
3. Click Add
4. Choose Start and End Date (Mandatory)
5. Enter the following details in the free text fields
   a. NHS Board/Organisation
   b. Department
   c. Base
   d. Job/Post Title
   e. Pay Grade
   f. Pay Band
   g. Reason for Leaving
6. Click **Apply** and then **Next**

7. Review details and add attachments if required

8. Click **Submit** if correct. Alternatively click **Back** to make any corrections.

9. Click the **Home** button.