Manager Self Service

Change of Position
(Included in the Payroll Interface)

Version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>15 February 2018</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>0.2</td>
<td>15 February 2018</td>
<td>Approved by National Team</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.0</td>
<td>15 February 2017</td>
<td>First Version REF233</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.1</td>
<td>29 August 2017</td>
<td>Running order changes and New fields</td>
<td>Karen Gormall</td>
</tr>
<tr>
<td>1.2</td>
<td>24 July 2018</td>
<td>eESS Brand Refresh</td>
<td>Lorraine Whyte</td>
</tr>
</tbody>
</table>

Contents
1. Change of Position

Standard Operating Procedure

This SOP covers Change of Position, Internal Transfer, and Regrading/Banding

1. Change of Position

Navigate to 📝 NHSS *Manager* Self Service

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

Please remember to contact your local board HR System Admin Department to change the supervisor if required *

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

Scenario: If the employee is moving to another department as well as a change in position follow steps 4 – 7 if the employee if only changing position within the same department go straight to Step 8

4. Delete the info entered in Department (Sub-Dept) field and hit the tab key (this will remove details from the Position fields)
5. Click on the search Icon 🔍 at the Department field (a new window will appear)
6. Enter the new Department (Sub-Dept) or Location, click Go. If the full Sub-Dept name is not known % can be used as a wild card, e.g. Finance Office (Sub-Dept), entering %Finance%

7. Select the new Department (Sub Dept), ensuring the description has (Sub-Dept) at the end

8. If not empty, delete the data entered in the Position field and hit the tab key

9. Click on the search Icon 💬 at the Position field

10. Enter the new Position, click Go. If the full position name is not known % can be used as a wild card, e.g. HR Officer. SD0899788978978, entering %HR Off%

   NB: Default details for the post will be displayed, e.g. Standard Basic Hours and Location; take care to amend any such details using the appropriate field.

11. Change Grade Point, as appropriate

12. Change the Location, if required

13. Change Standard Basic Hours field, if required

14. Update Contract type if required

15. Click Next, ignore FTE warning message, click Next

16. Change Pay Division, if required

17. Change Group Code, if required

18. Change Pay Point, if required

19. Complete Weekly Justification, only if employee is going from monthly to weekly pay

20. Complete **Standard Basic Hours, only if hours worked are different to Contracted Hours

21. If the change to position is for a temporary period of time e.g. 3 months you must enter in the Temporary Change Notes field box the reason for change e.g. promotion and the duration of the change to notify payroll.

22. Click Next

   NB: If applicable, remember to update cost centre details in Change Cost Centre

23. Review changes made, identifiable by blue dot

24. Click Submit