Manager Self Service

Change of Position

(Included in the Payroll Interface)

Version control

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<tr>
<td>0.1</td>
<td>15 February 2018</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<tr>
<td>0.2</td>
<td>15 February 2018</td>
<td>Approved by National Team</td>
<td>Lorna Johnston</td>
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<td>1.0</td>
<td>15 February 2017</td>
<td>First Version REF233</td>
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<tr>
<td>1.1</td>
<td>29 August 2017</td>
<td>Running order changes and New fields</td>
<td>Karen Gormal</td>
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<td>1.2</td>
<td>24 July 2018</td>
<td>eESS Brand Refresh</td>
<td>Lorraine Whyte</td>
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<td>2.0</td>
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<td>Guidance Notes Added</td>
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Guidance Notes

To move an employee to another department, or to change the employee’s position within the same department.

Where a change of position results in a change of supervisor HR will need to update the supervisor details first. The new supervisor should then undertake the change of position transaction on eESS.

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
- New post details
- Where there is a change to cost centre SOP210 should also be followed

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1. Change of Position  [p1]

Standard Operating Procedure

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

1. Change of Position

Navigate to 📑 NHSS *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 is 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**