Manager Self Service

Change of Position

(Included in the Payroll Interface)

Version control

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<th>Version</th>
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<tbody>
<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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<tr>
<td>1.0</td>
<td>15 February 2017</td>
<td>First Version REF233</td>
<td>Lorna Johnston</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 Gornal</td>
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<tr>
<td>1.2</td>
<td>24 July 2018</td>
<td>eESS Brand Refresh</td>
<td>Lorraine Whyte</td>
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<tr>
<td>2.0</td>
<td>21 March 2019</td>
<td>Guidance Notes Added</td>
<td>Lorna Johnston</td>
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<tr>
<td>2.1</td>
<td>30 October 2019</td>
<td>Update to steps re change of hours to reflect process</td>
<td>Andrea Hall</td>
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Guidance Notes

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

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 eESS/HR team to change the supervisor if required**

1. Click **Change Job and Terms**
2. Select employee from hierarchy to whom transaction applies and click **Action**
   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%
   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 **Contracted Hours** field, if required
14. Ensure **Contract Type** field reflects **Contracted Hours**, e.g. 37.5 hours with Full Time-Permanent (AfC) or 40 hours with Full Time -Permanent (Clinical). Less than these values are considered Part Time. Permanent/Temporary reflects the type of contract and not to record a temporary change. To record a temporary change complete **Temporary Notes**, see step 23 below
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. Enter hours in **Standard Basic Hours**, only if employee is to be paid differently from **Contracted Hours**

21. If the change to position is for a temporary period of time, e.g. 3 months, you **must** complete the **Temporary Notes** field with the reason for change and the time period it is applicable, e.g. promotion 3 months, to notify payroll.

22. Click **Next**

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

23. Review changes made, identifiable by blue dot

24. Click **Submit**