Manager Self Service
Change Assignment Status
(Not 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>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.0</td>
<td>29 December 2016</td>
<td>First Version REF209</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.1</td>
<td>24 July 2018</td>
<td>Brand Refresh</td>
<td>Lorna Johnston</td>
</tr>
<tr>
<td>1.2</td>
<td>13 August 2018</td>
<td>Error in guide update</td>
<td>Lorna Johnston</td>
</tr>
</tbody>
</table>

Contents

1. Change Assignment Status

Standard Operating Procedure
1. Change Assignment Status

Navigate to NHSS *Manager* Self Service

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

1. Click Change Job and Terms
2. Select employee from hierarchy to whom transaction applies and click Action
   n.b. 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
4. Scroll down to Assignment Status
5. Choose appropriate option from Status dropdown, e.g. Suspend Assignment
6. Choose appropriate option from Change Reason dropdown, e.g. Career Break
7. Click Next, ignore warning message, click Next
8. Click Next on Assignment Info screen
9. Review changes made, identifiable by blue dot, click Submit