

Manager Self Service - Change of Hours

In “My Team Assignment Information” pick “Hours (Approval Required)”.



Find the staff member in the hierarchy, remember to click the plus icons, or use the search bar if you have a large list of employees.

Once you have the correct employee, click the action icon.



This will initiate the Hours Change form in Manager Self Service, first you will need to set the Effective Date.

Choose an effective date using either the calendar or typing in the date in the

format displayed.

Always use the effective date option.

Once set click Continue.

Information

1. Please enter an Effective Date on or after 01-Jan-2010.
2. No previous approved Pay Proposal exists for this person. This assignment is not eligible for the salary element.

Hours (Approval Required): Effective Date Options

Effective Date 12-Jan-2023

Employee Name Admin29, Anthony
Employee Number 20020487
Job Administrative and Clerical|Clerical Worker

Organisation 517 Acute Nurse Management
Organization Email Address
Supervisor Leese29, Vivian

Enter the date on which the changes should take effect, and press the Continue button.

January 2023

☒ Changes should take effect on the effective date as entered below.
Effective Date 12-Jan-2023

☐ Changes should take effect as soon as final approval is made.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Back Continue

On the next screen you'll see the Hours Change form.

The form will display the current employee information.

Edit the work hours in the first section.

NHS My Team Assignment Information

Search Home Favorites Settings Logged In As 517TRAIN29 Help Logout

Hours (Approval Required): Work Schedule

Effective Date 12-Jan-2023

Employee Name Admin29, Anthony
Employee Number 20020487
Job Administrative and Clerical|Clerical Worker

Organisation 517 Acute Nurse Management
Organization Email Address
Supervisor Leese29, Vivian

Work Hours 37.5
Frequency Week
Normal Start Time
Normal End Time
Change Reason Hours Change

Cancel Back Next

You **do not** need to enter the frequency or add start and end times. Only update the working hours.

The change reason is auto populated to “Hours Change”.

When ready, click Next.

Next you will see a confirmation screen that highlights the changes you’ve made.

Any changes are highlighted by blue dots.

Check you are happy with the changes that you have made.

Hours (Approval Required): Review

[Cancel](#)[Printable Page](#)[Back](#)[Submit](#)

Effective Date 12-Jan-2023

Employee Name	Admin29, Anthony	Organisation	517 Acute Nurse Management
Employee Number	20020487	Organization Email Address	
Job	Administrative and Clerical Clerical Worker	Supervisor	Leese29, Vivian

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Work Schedule

	Current	Proposed
Work Hours	37.5	30
Frequency	Week	Week
Assignment Category	Permanent	Permanent
Absence Accrual Start Date	01-Apr-2019	01-Apr-2019
Maximum Part Time	Yes	Yes
No. of Increments	1	1

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

+

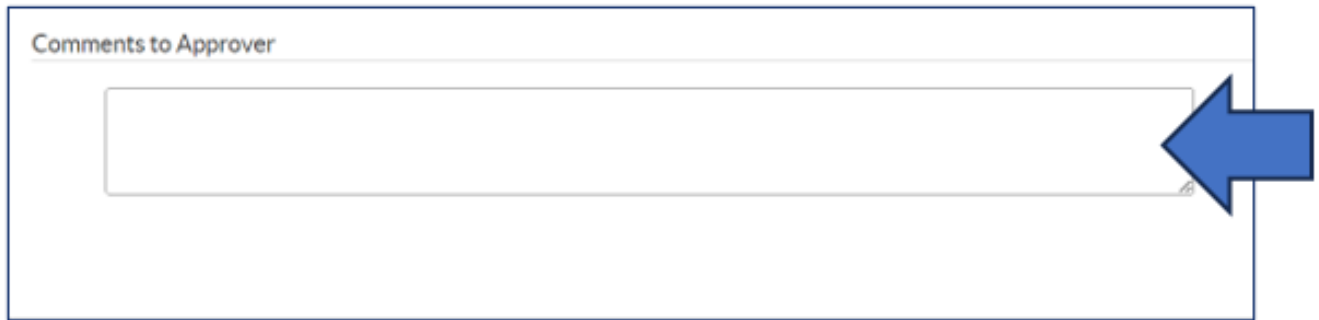
Approvers

Details / Approver	Status	Delete
> SSHR Payroll Approvals		

▶ Add Adhoc Approver

Comments to Approver

[Cancel](#)[Printable Page](#)[Back](#)[Submit](#)



Comments to Approver

A large rectangular text input field is shown. A blue arrow points to the right side of the input field.

Any additional information can be added to the Comments to Approver section.

If you need to cancel or go back, click the Cancel or Back.

If ready and complete, click Submit.

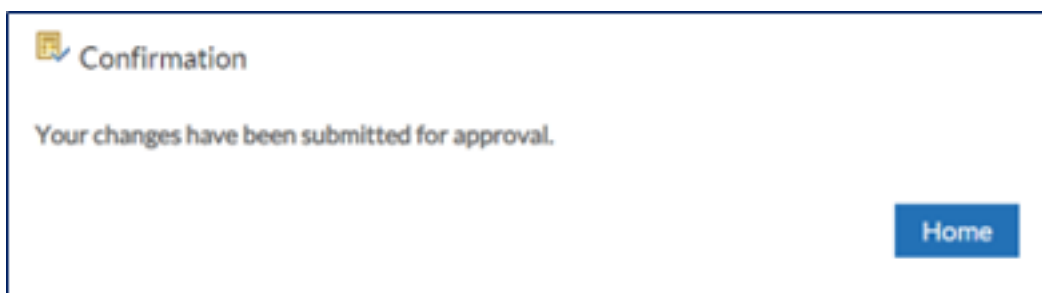



Cancel Printable Page Back Submit

A row of four blue buttons with white text: 'Cancel', 'Printable Page', 'Back', and 'Submit'. A blue arrow points to the right side of the buttons.

Once submitted you'll see a confirmation message on the screen.

Click Home to back to the main menu.



 Confirmation

Your changes have been submitted for approval.

Home

If you need to check on the progress of your change you can do this Transaction Monitor within your Manager Menu.

Manager



Notifications



All Actions Awaiting Your Attention



Transaction Monitor

Please see the **Manager Notifications and Transaction Monitor Guide** for how to check progress.

The ESR Hub has short e-learning guides on how to Change Hours in MSS.

How do I action an employee's change in working hours?

For further support on how to use Manager Self Service and the Manager Portal, there is helpful guidance on the ESR Hub:

Home - ESR Hub - NHS Electronic Staff Record

Please contact the ESR Team for support in using Manager Self Service: rctesrsupportteam@nhs.net

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=379>