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.

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.

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.

Comments to Approver

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.
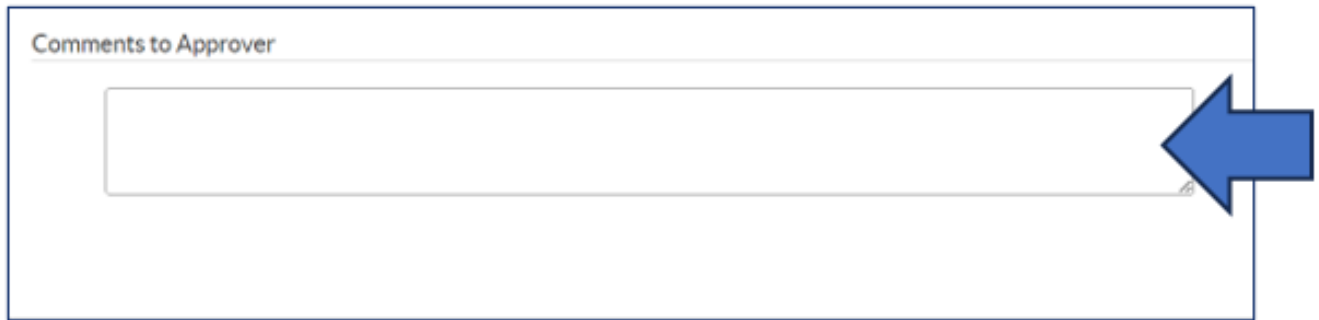
Cancel | Printable Page | Back | Submit
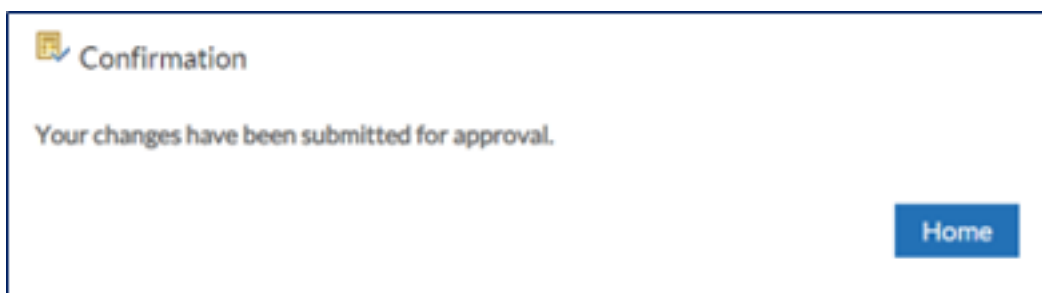
Once submitted you'll see a confirmation message on the screen.

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.

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: rchtesrsupportteam@nhs.net

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