Manager Self Service - End Employment Multiple Assignment

Sometimes employees will have multiple Assignments, this may be a Kernowflex post, or they may have multiple part time roles in different areas of the trust.

Click on the End Employment (Approval Required) as you would for a standard termination.

End Employment (Approval Required)

If you start a full End Employment for an employee with multiple assignments, Manager Self Service will show a warning message.



If it is the Primary Assignment that you need to end and keep the other Assignment/s open (such as Kernowflex), you will need to contact the ESR Support Team mailbox for assistance.

If the Assignment you need to end is not the primary post, you can go over to the "End Non-Primary Assignment (Approval Required)" option.

End Non-Primary Assignment (Approval Required)

End Non Primary Assignment (Approval Required)

Click on the End Non-Primary Assignment (Approval Required) option in the menu.

If the Assignment is still primary, it will come up with a warning message.



When the Assignment is the non-Primary post, you will see the date tracking screen.

This change is treated like an Assignment change as the employee is staying on their other Assignment/s.

End Non Primary Assignme	nt (Approval Required	d): Effe	ectiv	/e D	Date	θO	pti	ons	Bac <u>k</u> <u>C</u> ontinue
Effective Date 19-Oct-2023									
Employee Name	Leader22, Trevor							Organisation	505 Ward 9
Employee Number	20007488					Org	anizat	tion Email Address	
Job	Nursing and Midwifery Registered Mode Matron	irn						Supervisor	Manager22, Michelle
STIP Please ensure the effective date is set to the date entered. It is NOT recommended to amend the te	on which the new assignment status shoul ermination date to accommodate untaken l	d take effect eave as this i	t. For e	ample: flectiv	, if an B e of an	Emplo empl	yee is oyee?	leaving their assign 's contractual term	ment on the 15th of the month the 16th should be ination date.
		4	Octobe	r v	202	3	Ý	•	
		SUN	MON	TUE	WED	THU	FRI	SAT	
Changes should take effect on the effective date as	entered below.	1	2	3	4	5	6	7	
Effective Date 19-Oct-2023		8	9	10	11	12	13	14	
 Changes should take effect as soon as final approva 	l is made.	15	16	17	18	19	20	21	
		22	23	24	25	26	27	28	
		29	30	31	1	2	3	4	
									Bac <u>k</u> <u>C</u> ontinue

There is some guidance on screen about the effective date for this kind of change.

For example, in these screen shots, the leaving date is the 31st of October, so I have date tracked to the 1st of November.

This is the effective date to change the assignment from Active to Terminated.



Once you have date tracked correctly, click Continue. You will be taken to an Assignment Change screen.

The Assignment Status will be pre-populated to show that you are updating the Assignment from Active to Terminate Process Assignment.

All you will need to do here is pick the leaving reason in the Change Reason field.

End Non Primary Assign	ment	(Approval Required): Assi	gnment	Cance <u>l</u> Bac <u>k</u> Ne <u>x</u> t	I
Effective Date 01-Nov-2023					
Employee Name Le	eader22, T	revor	Organisation	505 Ward 9	2
Employee Number 20	0007488		Job	Nursing and Midwifery Registered Modern Matron	
Supervisor M	lanager22	, Michelle			
* Indicates required field Enter or change any details below. Click Submit to	to continue	this action, click Back to return to the previous page,	or click Cancel to	cancel this action.	1
Assignment Status					
Current	unt Ctature	Active Accimment			
Curre	ed Chatus	Active Assignment			
Propose	eu Status	Terminate Process Assignment			
	e Keason	Migrated Record Default Assignment 🗸 🗸			
Position					
Positi	ion Name	80106 Matron Band 8a - Ward 9 NCA Surgery			
dor					
	Job Title	Nursing and Midwifery Registered Modern Matron			
Grade					
Gra	ade Name	NHS XR08 Review Body Band 8 - Range A More Details			
Ceil	ling Point				
Payroll					
Payr	roll Name	505 MonthlyT00			

Pick the Change Reason and then click Next.

 Indicates required field Enter or change any details below. Click Submit to continue Assignment Status 	this action, click Back to return to the previous page, or click Cancel to cancel this action.
Current Status	Active Assignment
Proposed Status	Terminate Process Assignment
* Change Reason	Voluntary Resignation - Promotion

The final screen is the Review, check you are happy with the changes and the dates.

End Non Primary Assig	nment (Approval Required	: Review
		Cancel Printable Page Back Subr
Effective Date 01-New 2022		
Employee Name	Leader22 Trouse	Organization 505 Ward 9
Employee Number	20007499	Ormainstion Email Address
Employee Number	2000/400	Supervisor Manager 22 Michelle
000	Registered Modern Matron	Supervisor Manager22, Michelle
Review your changes and, if needed, attach sup Indicates Changed Items.	oporting documents.	
Assignment		
	Current	Proposed
Organisatio	n 505 Ward 9	505 Ward 9
Jo	Nursing and Midwifery Registered Modern Matron	Nursing and Midwifery Registered Modern Matron
Worker is a Manage	Yes	Yes
Position Nam	80106 Matron Band 8a - Ward 9 NCA Surgery	80106 Matron Band 8a - Ward 9 NCA Surgery
Locatio	n 505 ESRH	505 ESRH
Grade Nam	NHS XR08 Review Body Band 8 - Range A	NHS XR08 Review Body Band 8 - Range A
Grade Poin	430	430
Grade Ste		1
Payroll Nam	505 MonthlyT00	505 MonthlyT00
Paypoin	Default Home	Default Home
Assignment Statu	s Active Assignment	Terminate Process Assignment
Change Reaso	n Migrated Record Default Assignment	Voluntary Resignation - Promotion o
Absence Accrual Start Dat	01-Apr-2019	01-Apr-2019
No. of Increment	s 1	1
Work Hour	s 37.5	37.5
Frequenc	Week	Week
Employee Categor	Full Time	Full Time
Assignment Categor	Permanent	Permänent
Primary Assignmen	E No	No
Additional Information		
Attachments		
To help approvers understand the request,	you can attach supporting documents, images, or link	to this action.
+		
Approvers		
Details Approver		Crature Delete
Second Approver		Delete
SSHR Payroll Approvals		

If you need to advise Payroll of any leave to be paid or deducted, enter details in the Comments to Approver section.

Comments to Approver Trevor is ending his Matron role but staying on the bank. All leave is up to date.	
	Cance <u>l</u> Printable Page Bac <u>k</u> Sub <u>m</u> it

When ready, click Submit.

You'll see a confirmation message, click home to go back to the main menu.

E 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 end a non-primary assignment?

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: <u>rcht.esrsupportteam@nhs.net</u>

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=382</u>