## 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.

## Multiple Assignments Warning

Effective Date 10-Oct-2023

Employee Name Jimenes01, Monica Employee Number 20007287

Job Nursing and Midwifery Registered Staff Nurse

This person has multiple assignments. You have selected their primary assignment. By proceeding you will terminate all assignments for this person. If you wish to terminate this assignment only, please contact your HR department who will need to arrange for the Primary Assignment to be changed.

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.



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.

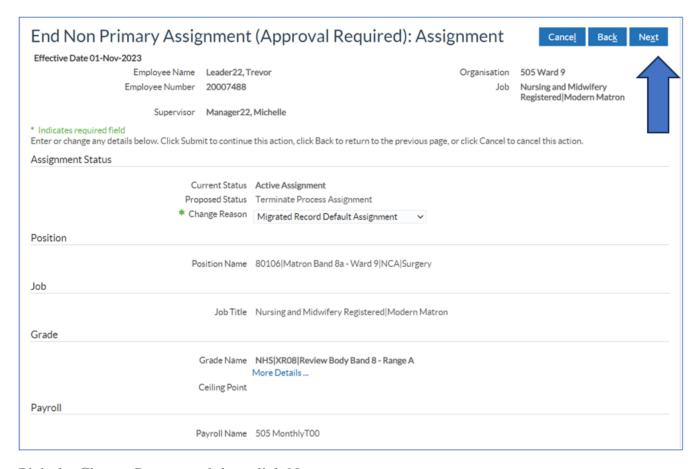
This is the effective date to change the assignment from Active to Terminated.

TIP Please ensure the effective date is set to the date on which the new assignment status should take effect. For example, if an Employee is leaving their assignment on the 15th of the month the 16th should be entered. It is NOT recommended to amend the termination date to accommodate untaken leave as this is not reflective of an employeeil's contractual termination date.

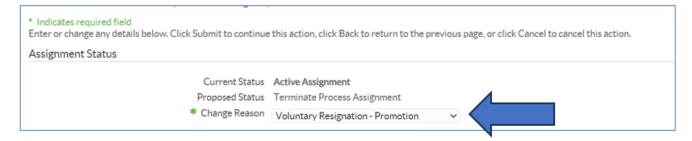
Once you have date tracked correctly, click Continue. You will be taken to an Assignment Change screen.

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

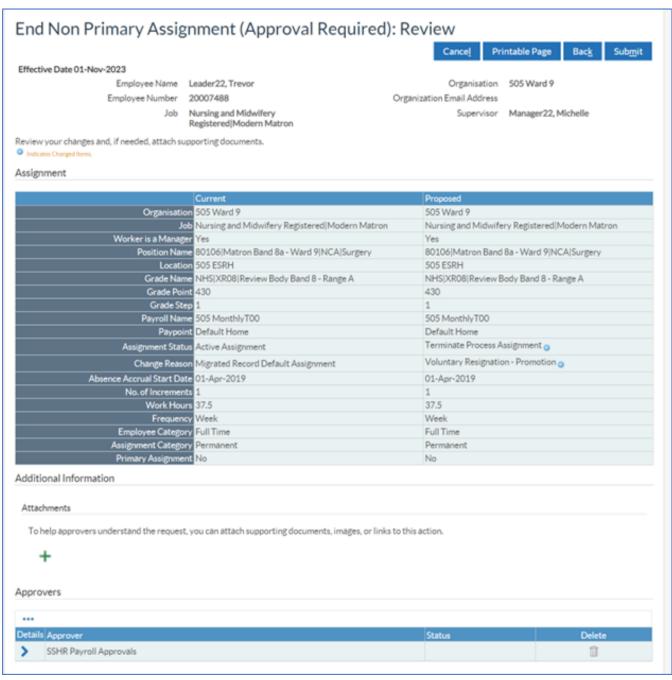
All you will need to do here is pick the leaving reason in the Change Reason field.



Pick the Change Reason and then click Next.



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



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



When ready, click Submit.

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



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:

<u>Home - ESR Hub - NHS Electronic Staff Record</u> Please contact the ESR Team for support in using Manager Self Service: <u>rcht.esrsupportteam@nhs.net</u>

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