Manager Self Service - Flexible Working Request

Flexible Working Request

In my Team Assignment Information, click Flexible Working.



You will be presented with your supervisor hierarchy, find the employee, and click Action.

Flex Streat	Ible Working: People is the action button sect to the employee • • • •	IN HIERARCHY you with to action. Click the details button for	noni-information about the employee.			
Feese N	irre	Assignment Number	44	Organisation	Action	Details
	Looso22, Wylen					
•	Admini22, Anthony	20006948	Administrative and Clerical/Clerical Worker	505 Acute Nurse Menagement		
	Jenseus22, Morica	20007308	Nursing and Midwifery Registered(Staff Nurse	\$05 Ward \$0		- B
	Johnson22, Anthew	20007508	Numing and Midwifery Registered(StaffNume	\$05 Ward 9	-	
	Joshi22, Neela	20007268	Numing and Midwifwy Registered(StaffNurse	\$05 Ward \$0		- B
Φ.	Wavaper22, Michele	20007639	Nursing and Midvifery Reputered/Hurse Manager	505 Acute Nurse Management	-	
	Notice 22, Art	20007729	Numing and Michvillery Registered (Staff Nume	\$05 Ward 10		8
	Sandwali22, Paula	20007930	Numing and Hidovitery Registered/Staff Nume	505 Ward P	-	
	Williams22, Judith	20036230	Numing and Hidovitery Registered Staff Nume	\$05 Ward 10		8
0	Wright22, Deirdre	20006240	Additional Clinical Services Health Care Support Worker	\$05 Ward 7	-	

You will be taken into the employees flexible working request summary record.

If any previous requests have been made, they will show here in this screen.

Click on Create New Request.

E NHS My Team Assignment Information	Q Search	i 🔐	★ Favorites	0 Settings	Logged in As 505TRAIN22	U Denta
Flexible Working Requests					Back Create p	jew request
Employee Summary						
Employee Name Admir02, Anthony Organisation Name 505 Acute Name Management Assignment Number 20008048 Supervisor Name Lesse22, Vivian JobName Administrative and Clarical/Clanical Worker Flexible Work Requests					1	
*** Date Received Recuested Position Arrangements End Current Work Proposed Work Outcome Manager Tryse Change 1 Date Pattern Pattern No results						
You will be taken into the request form.						

= NHS My Teach	unigement information						Q Search	1	* Ferentes	0 Setting	Laged in As	SOSTRAIN22	U Desert
Maintain Employ	yee Flex Wo	rk Requ	iests									Cancel	Subgit
Employee Summary													
Englane None Admira	2. Anthony Assignm	ent Number	2000/048										
Fiexible Working Request D	etails												
 Type of Request 		~	* Position 1	÷									
Date Subvitted	15-5ep-2023		Pester 2 -										
Application Complete? Requested Change	~	¥	Plater J										
Current/Work Pattern													
Future Work Pattern													
Arrangements and Outcome													
Agreed Accorporates	~		Agreed Antargeneerts End Date										
Meeting 1 Date	m		Meeting 2 Date	m									
Decision Required By	15-Dec-2023 🛗		Decision Date	m									
Outsome	Pending Decivies	*	Outcome Details										
Effective Change Date	m		Decision Letter Sent	CO									
Process End Date	m												

Start by filling in the Flexible Working Request Details section.

This will vary depending on the type of flexi request.

■ NHS My Team A	ssignment Inforn	nation			
Maintain Employ	/ee Flex	Work Req	uests		
Employee Summary					
Employee Name Admin2:	2, Anthony A	Assignment Number	20006948		
* Type of Pequest	como		* Position 1		
Date Submitted	15-Sep-2023	<u>~</u>	Position 2	_` \	
Date Submitted	15-Sep-2023		Position 2		
Application Complete?	10-000-2020		Position 3		
 Requested Change 		~			
Current Work Pattern			•		
Future Work Pattern					4
			\checkmark		



Enter the Type of Request, the ESR Position.

Enter the dates submitted and received.

Enter the requested change.

You can also fill in detail of the current and future work pattern. When complete click Submit.

Maintain Employ	ee Flex Wor	k Req	uests		
Employee Summary					
Employee Name Admin2	2, Anthony Assignme	ent Number	20006948		
Flexible Working Request D	etails				
* Type of Request	Part Time	~	* Position 1	80154 Admin Asst Band 2 - Acute Nurse N 🗸	
Date Submitted	15-Sep-2023 🋗		Position 2	~	
Date Received	15-Sep-2023 🛗		Position 3	~	
Application Complete?	Yes 🗸				
Requested Change	Decrease hours - change	e to PT 🗸			
Current Work Pattern	Monday to Friday				
Future Work Pattern	Monday to Thursday	5			h
	oun to spin, ou nours				h

Cance<u>l</u> Sub<u>m</u>it

When you have submitted the request, you will be taken back to the summary screen and see a confirmation message.

You would come back to this screen later to record the outcome of the request.

Confirmation An application for a flexible working pattern	as successfully been created or behalf of the selected employee.					
Flexible Working Reques	5					Back Create proc
Engligue Name Admir22, Anthony Assignment Number 2000846 Jobhane Administrative en Flexible Work Requests	Organization Name 1928 Andre Nam Supervisor Name Leess22, Visie Dartool/Derboll Roham	is Management n				
-						
Date FlexWork Requested Overy Received Type		Arrangements End Date	Current Wark Pattern	Propessed Work Pattern		Manager Action
15-Sep-2023 Part Time Decreate Neuro- PT	singe to 8003-6 Admin Aud Band 2 - Acute Nurse Managevent G200Lurgery		Menday to Friday Pare to Spre. 37.5 Insurs	Menday to Thursday Ban to April 30 hours	Pending Decision	Update Respond

Flexible Working Request Outcome

Once you have considered the flexible working request and completed any Flexible Working Request meetings, you can go back to Manager Self Service to record the outcome. Once you have located the correct request, click Update Request.

mycyce dwinia y Employee dwinia dy Employee dwinia dy Crganisation Name 505 Acute Nurse Management Supervisor Name Leese22, Visian subblame Administrative and Clerical[Clerical]Clerical Worker subblame Administrative and Clerical[Clerical]Clerical Vision subblame Administrative and Clerical Vision subblame Administrative and	Flexible	e Worki	ng Requests					
erection flex Work Requested Change Position 1 Outcome Manager Action Date Current Work Pattern Proposed Work Pattern Outcome Manager Action Service 201541/Admin Asst Band 2 - Acute Nurse Monday to Friday 9am to 5pm 37.5 Monday to Thursday 8am to 4pm, 30 Acrest	Ei Assign Flexible Wor	mployee Name nment Number JobName rk Requests	Admin22, Anthony 20006948 Administrative and Clerical[Cl	Organisation Name 505 Acute Nurse N Supervisor Name Leese22, Vivian erical Worker	tanagement			
re Pac Work Requested Charge Poultion 1 Arrangements End Oute Current Work Pattern Proposed Work Pattern Outcome Manager Action Date Date Date Decrease hours - charge to 80154/Admin Asst Band 2 - Acute Nurse Monday to Friday Painto Spin, 37.5 Monday to Thursday Bain to Apm, 30 Arrent Update	•••							
Sen-2023 Dart Time Decrease hours - change to 80154/Admin Asst Band 2 - Acute Nurse Monday to Friday 9am to Spm, 37.5 Monday to Thursday Bam to 4pm, 30 Acrest Update	Date Received	Flex Work Type	Requested Change		Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome Manager Action
PT Management/G2D/Surgery hours hours Request	15-Sep-2023	Part Time	Decrease hours - change to PT	80154 Admin Asst Band 2 - Acute Nurse Management G2D Surgery		Monday to Friday 9am to 5pm, 37.5 hours	Monday to Thursday 8am to 4pm, 30 hours	Accept Update Request

Once you have found the employee and the flex request, enter the details into the Arrangements and Outcome section.

Enter as much detail as possible and the click Submit.

Remember you can come back to this form later to enter further details.

Agreed Arrangements	Permanent ~		Agreed Arrangements End D	ate	^			
Meeting 1 Date	19-Sep-2023	^	Meeting 2 D	ate	m			
Decision Required By	15-Dec-2023	**	Decision D	ate 19-Sep-2023	m			
Outcome	Accepted		Outcome Det	ails Flexi request	agreed			
Effective Change Date	01-Oct-2023	^	Decision Letter Se	ent 20-Sep-2023	^			
Process End Date		611						
							Cancel	Subr
							4	
Confirmation The application for a flexible	working pattern	has successfully b	en updated.					
Confirmation The application for a flexible wible Working	working pattern	has successfully be	ien updated.			Bac <u>k</u>	Create	Dem Leo
Confirmation The application for a flexible Exible Working loyee Summary	working pattern	has successfully be	ien updated.			Bac <u>k</u>	Create	Dem Led
Confirmation The application for a flexible xible Working oyee Summary Employee Name Ad Assignment Number 20 JobName Ad	working pattern Request min22, Anthony 006048 ministrative and	i has successfully br ts Clerical[Clerical W	ren updated. Organisation Name 50 Supervisor Name Lo forker	5 Acute Nurse Ma ese22, Vivian	nagement	Back	Create	Dem Leo
Confirmation The application for a flexible xible Working oyee Summary Employee Name Ad Assignment Number 20 JobName Ad ble Work Requests	working pattern Request min22, Anthony 006048 ministrative and	has successfully be	ren updated. Organisation Name 50 Supervisor Name Lo Iorkor	5 Acute Nurse Ma ese22, Vivian	nagement	Beck	Create	Dem Leo
Confirmation The application for a flexible xible Working oyee Summary Employee Name Ad Assignment Number 20 JobName Ad	working pattern Request min22, Anthony 006048 ministrative and	i has successfully br ts Clerical(Clerical W	ren updated. Organisation Name 50 Supervisor Name Lo forker	5 Acute Nurse Ma ese22, Vivian	nagement	Back	Create	Dem Lec
Confirmation The application for a flexible wible Working oyee Summary Employee Name Ad Assignment Number 20 JobName Ad ble Work Requests	working pattern Request min22, Anthony 006948 ministrative and ted Change	has successfully b ts Cierical(Cierical W Position 1	en updated. Organisation Name 50 Supervisor Name Lo Iorkor	5 Acuta Nurse Ma ese022, Vivian angements End	nagoment Current Work Pattern	Bac <u>k</u> Proposed Work Pattern	Create	new req

You will get a confirmation message that the request has been updated.

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=383</u>