

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.

Flexible Working: People in Hierarchy

TIP Click the action button next to the employee you wish to action. Click the details button for more information about the employee.

Press Name	Assignment Number	Job	Organization	Action	Details
Leech02, Wayne					
Adrian02, Anthony	20006948	Administrative and Clerical/Clerical Worker	S05 Acute Nurse Management		
Jones02, Monica	20007308	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 10		
Johnson02, Andrew	20007158	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 9		
Jones02, Nicola	20007348	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 10		
Manager02, Michele	20007639	Nursing and Midwifery Registered/Nurse Manager	S05 Acute Nurse Management		
Nelson02, Ari	20007729	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 10		
Sandwell02, Paula	20007920	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 9		
Williams02, Judith	20008020	Nursing and Midwifery Registered/Staff Nurse	S05 Ward 10		
Wright02, Dairine	20006040	Additional Clinical Services/Health Care Support Worker	S05 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.

The screenshot shows the NHS My Team Assignment Information page. The page title is 'Flexible Working Requests'. In the top right corner, there are two buttons: 'Back' and 'Create new request'. A large blue arrow points to the 'Create new request' button. Below the buttons, there is an 'Employee Summary' section with the following information: Employee Name: Admin22, Anthony; Organisation Name: 505 Acute Nurse Management; Assignment Number: 2000948; Supervisor Name: Leash22, Vivian; Job Name: Administrative and Clerical(Clerical Worker). Below this is a 'Flexible Work Requests' section with a table that currently shows 'No results found'.

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
No results found.								

You will be taken into the request form.

The screenshot shows the NHS My Team Assignment Information page with the title 'Maintain Employee Flex Work Requests'. The page has 'Cancel' and 'Submit' buttons in the top right. The 'Employee Summary' section shows Employee Name: Admin22, Anthony and Assignment Number: 2000948. The 'Flexible Working Request Details' section contains several fields: 'Type of Request' (dropdown), 'Date Submitted' (15-Sep-2023), 'Date Received' (15-Sep-2023), 'Application Complete?' (dropdown), and 'Requested Change' (dropdown). There are also three 'Position' dropdowns (Position 1, Position 2, Position 3). Below this are 'Current Work Pattern' and 'Future Work Pattern' text areas. The 'Arrangements and Outcome' section includes: 'Agreed Arrangements' (dropdown), 'Meeting 1 Date' (15-Dec-2023), 'Decision Required By' (15-Dec-2023), 'Outcome' (Pending Decision), 'Effective Change Date' (calendar), 'Process End Date' (calendar), 'Agreed Arrangements End Date' (calendar), 'Meeting 2 Date' (calendar), 'Decision Date' (calendar), 'Outcome Details' (text area), and 'Decision Letter Sent' (calendar).

Start by filling in the Flexible Working Request Details section.

This will vary depending on the type of flexi request.

NHS My Team Assignment Information

Maintain Employee Flex Work Requests

Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request * Position 1

Date Submitted 15-Sep-2023 Position 2

Date Received 15-Sep-2023 Position 3

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern



NHS My Team Assignment Information

Maintain Employee Flex Work Requests

Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request

Date Submitted

Date Received

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern

Requested Change Dropdown Menu:

- Annualised Hours
- Condensed Working Hours
- Flexitime
- Home Working
- Job Share
- Other Flexible Working
- Part Time
- Phased Retirement
- Seasonal Working
- Staggered Working Hours
- Team Self Rostering
- Term-time Working

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 Employee Flex Work Requests

Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request * Position 1 Position 2 Position 3

Date Submitted Date Received

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern



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 has successfully been created on behalf of the selected employee.

Flexible Working Requests [Back](#) [Create new request](#)

Employee Summary

Employee Name Admin22, Anthony Organisation Name 305 Acute Nurse Management
Assignment Number 20006948 Supervisor Name Leanne22, Victor
Job Name Administrative and Clinical/Clinical Worker

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
15-Sep-2023	Part Time	Decrease hours - change to PT	80234 Admin Asst Band 2 - Acute Nurse Management (GOC)/ughry		Monday to Friday 9am to 5pm, 37.5 hours	Monday to Thursday 8am to 4pm, 30 hours	Pending Decision	Update Request

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.


Flexible Working Requests

Employee Summary

Employee Name: Admin22, Anthony Organisation Name: 505 Acute Nurse Management
Assignment Number: 20006948 Supervisor Name: Leese22, Vivian
Job Name: Administrative and Clerical/Clerical Worker

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
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 then click Submit.

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

Arrangements and Outcome

Agreed Arrangements: Permanent Agreed Arrangements End Date:


Meeting 1 Date: 19-Sep-2023 Meeting 2 Date:

Decision Required By: 15-Dec-2023 Decision Date: 19-Sep-2023

Outcome: Accepted Outcome Details: Flexi request agreed

Effective Change Date: 01-Oct-2023 Decision Letter Sent: 20-Sep-2023

Process End Date:



Confirmation
The application for a flexible working pattern has successfully been updated.

Flexible Working Requests

Employee Summary

Employee Name: Admin22, Anthony Organisation Name: 505 Acute Nurse Management
Assignment Number: 20006948 Supervisor Name: Leese22, Vivian
Job Name: Administrative and Clerical/Clerical Worker

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
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

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:
rcht.esrsupportteam@nhs.net

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=383>