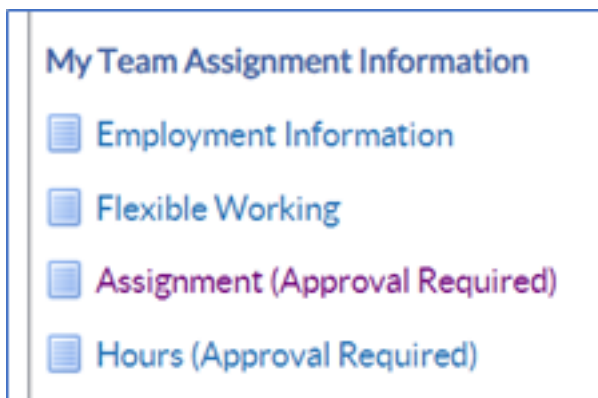


Manager Self Service - Using the Assignment Form to advise other Payroll Changes

There are some changes you may note on an existing CAF to Payroll that are not covered in the core Manager Self Service functionality.

You can send information to Payroll using Manager Self Service with the Assignment (Approval required) form by updating the Change Reason and then entering the relevant information in the “Comments to Approver” free type field at the end of the form.

Click into Assignment (Approval Required).



The image shows a sidebar menu titled "My Team Assignment Information". It contains four items, each with a blue square icon and a text label:

- Employment Information
- Flexible Working
- Assignment (Approval Required)
- Hours (Approval Required)

The "Assignment (Approval Required)" item is highlighted with a purple background.

Locate the relevant employee within your hierarchy. Then enter your effective date.

Assignment (Approval Required): Assignment

Effective Date 01-Nov-2023

Employee NameLeader22, Trevor

Employee Number20007488

SupervisorManager22, Michelle

Organisation505 Ward 9

JobNursing and Midwifery Registered|Modern Matron

* Indicates required field

Enter or change any details below. Click Next to continue this action, click Back to return to the previous page, or click Cancel to cancel this action.

Assignment Status

StatusActive Assignment

Change ReasonPayroll Change

Position

Click Next, update the Supervisor if required. Click Next. Update direct reports if required.

You will see the work schedule, click next.

You will see the Review form and the only change highlighted with the blue dot is the Change Reason – Payroll Change.

Assignment (Approval Required): Review

Effective Date 01-Nov-2023

Employee Name: Leader22, Trevor
Employee Number: 20007488
Job: Nursing and Midwifery Registered(Modern Matron)

Organisation: 505 Ward 9
Organization Email Address:
Supervisor: Manager22, Michelle

Review your changes and, if needed, attach supporting documents.
[Indicates Changed Items](#)

Assignment

	Current	Proposed
Organisation	505 Ward 9	505 Ward 9
Job	Nursing and Midwifery Registered(Modern Matron)	Nursing and Midwifery Registered(Modern Matron)
Worker is a Manager	Yes	Yes
Position Name	80106(Matron Band 8a - Ward 9)(NCA)(Surgery	80106(Matron Band 8a - Ward 9)(NCA)(Surgery
Location	505 ESRH	505 ESRH
Grade Name	NHS(XR08)(Review Body Band 8 - Range A	NHS(XR08)(Review Body Band 8 - Range A
Grade Point	430	430
Grade Step	1	1
Payroll Name	505 MonthlyT00	505 MonthlyT00
Paypoint	Default Home	Default Home
Assignment Status	Active Assignment	Active Assignment
Change Reason	Migrated Record Default Assignment	Payroll Change a

Then enter your information in the Comments to Approver field.

[Add Adhoc Approver](#)

Comments to Approver

Please extend temporary hours increase to the end of March 2024.

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

In this example, we are advising an extension to a temporary increase in hours. When ready click Submit.

If you are an Admin SS User, your notification will flow to Finance, your Approving Manager and then Payroll.

If you are a Manager Self Service user, it will flow to Finance and then Payroll.

If you need any further support with using Admin Self Service or Manager Self Service, please do contact the ESR Support Team.

rcht.esrsupportteam@nhs.net

[Home - ESR Hub - NHS Electronic Staff Record](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=394>

