Administrator Self Service – Change of Hours

In "Administer Assignment Information" pick "Administer Hours (Approval Required)".

Find the staff member in the hierarchy, remember to click the plus icons, or use the search bar if you have a large list of employees.

Once you have the correct employee, click the action icon.

This will initiate the Hours Change form in Administrator Self Service, first you will need to set the Effective Date.

Choose an effective date using either the calendar or typing in the date in the format displayed.

Always use the effective date option. Once set click Continue.

On the next screen you'll see the Hours Change form. The form will display the current employee information.

Edit the work hours in the first section.

You do not need to enter the frequency or add start and end times. Only update the hours.

The change reason is auto populated to "Hours Change". When ready, click Next.

Next you will see a confirmation screen that highlights the changes you've made.

Hours (Approval Required): Review

Cancel | Printable Page | Back | Submit

Effective Date 12-Jan-2023

Employee Name	Admin29, Anthony	Organisation	517 Acute Nurse Management
Employee Number	20020487	Organization Email Address	
Job	Administrative and Clerical|Clerical Worker	Supervisor	Leese29, Vivian

Review your changes and, if needed, attach supporting documents.

● Indicates Changed Items.

Work Schedule

	Current	Proposed
Work Hours	37.5	30 ●
Frequency	Week	Week
Assignment Category	Permanent	Permanent
Absence Accrual Start Date	01-Apr-2019	01-Apr-2019
Maximum Part Time	Yes	Yes
No. of Increments	1	1

Additional Information

Any changes are highlighted by blue dots.

Check you are happy with the changes that you have made.

Approvers

Details	Approver	Status	Delete
❯	SSHR Payroll Approvals		🗑

▶ Add Adhoc Approver

Comments to Approver

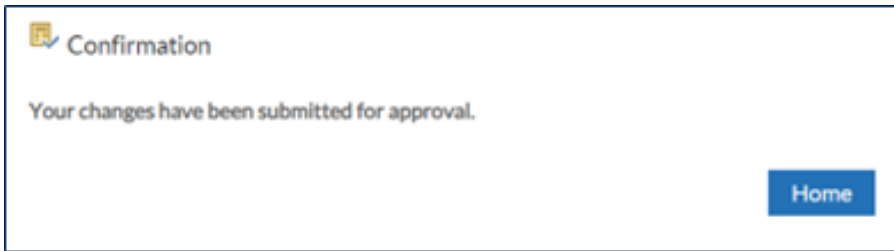Cancel | Printable Page | Back | Submit

Any additional information can be added to the Comments to Approver section.

If you need to cancel or go back, click the Cancel or Back. If ready and complete, click Submit.

Once submitted you'll see a confirmation message on the screen.

Your change has gone to the Approver. Click Home to back to the main menu.

If you need to check on the progress of your change you can do this Transaction Monitor within your Administrator Menu.
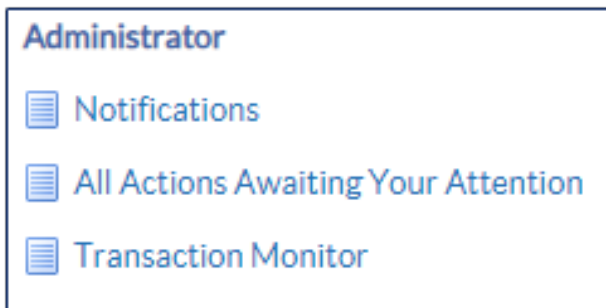
Please see the **Manager Notifications and Transaction Monitor Guide** for how to check progress.

The ESR Hub has short e-learning guides on how to Change Hours in Administrator Self Service.

How do I action an employee's change in working hours?

Please contact the ESR Team for support in using Administrator Self Service: rcht.esrsupportteam@nhs.net

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=406