Administrator Self Service – End Employment

In the main menu click Administer End Employment (Approval Required).

Administer End Employment (Approval Required)

Supervisor Hierarchy

As with Hours Change and Assignment Change, you will need to find the employee in your Hierarchy and click Action once you have the correct record.

| Name | • | Go Advanced Search My Lis | ¢. | | | |
|-------------|--|--|---|----------------------------|--------|---------|
| End | Employment (App | roval Required): P | eople in Hierarchy | | | |
| ଞ୍ ମାହ ସ | Click the action button next to the em | ployee you wish to action. Click the d | etails button for more information about the employee. | | | |
| ۰. | | | | | | |
| Focus | Name | Assignment Number | Jub . | Organisation | Action | Details |
| | Leese22, Vivian | | | | | - |
| Ŷ | Adminizz, Anthony | 20006948 | Administrative and Clerical/Clerical Worker | 505 Acute Nurse Management | | |
| | Johnson22, Andrew | 20007338 | Nursing and Midwifery Registered Staff Nurse | 505 Ward 9 | - | 8 |
| | Joshi22, Neela | 20007368 | Nursing and Midwifery Registered(Staff Nurse | 505 Ward 10 | | |
| ۰ | Manager22, Michelle | 20007639 | Nursing and Midwifery Registered/Nurse Manager | 505 Acute Nurse Management | 4 | 8 |
| | Nelson22, Art | 20007729 | Nursing and Midwifery Registered(Staff Nurse | 505 Ward 10 | - 4 | 10 |
| | Sandwell22, Paula | 20007910 | Nursing and Midwifery Registered/Staff Nurse | 505 Ward 9 | | |
| | Williams22, Judith | 20008210 | Nursing and Midwifery Registered[Staff Nurse | 505 Ward 10 | - | 10 |
| ۰ | Whight22, Deirdre | 20008240 | Additional Clinical Services(Health Care Support Worker | 505 Ward 7 | | |
| | | | | | | |

End Employment Form

You will see the End Employment form, including some of the current Employment details.

| My Team Assignment Information | | Q 🔐 ★ 🕸 Lagged in As SOSTRAIN22 O U ⊕ Search Home Favorites Settings |
|--|---|--|
| Information Please enter an Effective Date on or after 03-Sep-2023. | | |
| End Employment (Approval Required): Ter | mination | Cancel Back Negt |
| Employee Number 20006948 | | Organization Enal Address |
| Job Administrative an | Clerical/Clerical Worker | Supervisor Leese22, Vivlan |
| STIP Please enter the actual termination date for the Employee in the Termination date. * Indicates required field | Date field. It is NOT recommended to amend the terminatio | n date to accommodate untaken leave as this is not reflective of an employee "as contractual termination |
| Termination Date | | |
| Notification Date | 18-Oct-2023 | |
| Reason | ~ | |
| Comments | | |
| Last Working Day | m | |
| Destination On Leaving | Q | |
| NH5 Organisation | Q | |
| Available For Bank | 2 Q | |
| Termination Notification Sent Date | • | |
| Exit Reference Completed | • | |
| Termination Notification | | |
| | | |
| Add *** | | |
| Select Status No results found. | Termination Role | |

Enter the Termination Date and pick the Reason from the drop-down list.

Add any comments required, ensure you add the final annual leave positions, the hours due to be paid, deducted or all taken / complete.

If you don't enter, your Approving Manager may return the form to you for correction.

| My Team Assignment Information | | Q Search | în Home | ★ Favorites | C Settings | Logged In As 505TRAIN22 | 7 U Help Logout | () Portal |
|--|---|----------------|-------------------|------------------------------|----------------------------------|---|---------------------|--------------|
| End Employment (Approval Required): Terr | mination | | | | | Cancel | Bac <u>k</u> N | ext |
| Effective Date 18-Oct-2023 Employee Name Admin22, Anthony Employee Number 20006948 Job Administrative and | Clerical Clerical Worker | | Organiza | Organ tion Email A Sup | isation 5 ddress ervisor 1 | 505 Acute Nurse Management Leese22, Vivian | 1 | |
| Indicates required field Indicates required field Termination Date Reason Comments | ate field. It is NOT recommended to amend the termination 30-Nov-2023 18-Oct-2023 Voluntary Resignation - Promotion Please pay 5 hours annual leave that was not taken before leaving. | date to accomm | nodate unt | taken leave | as this is no | ot reflective of an employee its cont | tractual terminatic | m |
| Last Working Day Destination On Leaving NHS Organisation Available For Bank Termination Notification Sent Date Exit Reference Completed | 30-Nov-2023 | | | | | _ | | |
| Termination Notification Add +++ Select Status No results found. | Termination Role | | | | | | | |

Enter their last working day in the organisation, this may be before the termination date if they have leave to take that last week or the termination date is the weekend.

Enter the Destination on Leaving using the search icon.

Enter the NHS Organisation if required.

When ready click Next.

Change Supervisor

If the Employee leaving is a Supervisor, you can update in this section who the new supervisor will be.

If you will be recruiting a new supervisor or manager that has not started yet, you will need to add in an "interim" supervisor to ensure the direct reports have a Supervisor in ESR.

| = NHS My Team Assignment Information | Q â 🗴 🔅 Logged In As 505TRAIN22 9 U 🜐 Search Home Favorites Settings Logged In As 505TRAIN22 |
|--|---|
| Effective Date 30-Nov-2023 Effective Date 30-Nov-2023 Employee Name Admin22, Anthony Employee Name 20006948 Lob Administration and Charler Marcher | Crancel Back Negt Organisation 505 Acute Nurse Management Organization Email Address Science 22 Midan |
| Reassign Direct Reports to a New Supervisor You can assim all direct reports to the same new supervisor or make individual supervisor assimments below. | |
| * Transfer Date 01-Dec-2023 New Supervisor | |
| New Supervisor Assignment Number Assign to All | |
| Effective Transfer Date Direct Report's Supervisor | Lak. |
| 01-Dec-2023 m D Admin22, Anthony J Q Senior22, Simon | Nursing and Midwifery Registered Specialist Nurse Practitioner |

Click on the search icon.

The search pop up will appear, search for the name of the new supervisor.

Pick and click select.

| ective Date 30-Nov-2023 | Employee Name | Admin22, Anthony | Y | | | | | | Organisatio | on 505 Acute Nurse Mana | gement | | |
|---------------------------------------|--|---------------------|--------------------------|--|--|---|--|--|---|--|---|--|----|
| | Employee Number | 20006948 | | | | | | Organiz | ation Email Addre | 55 | | | |
| | dol | Administrative and | d Clerical Clerical Work | uer - | | | | | Supervisi | or Leese22, Vivian | | | |
| ssign Direct Reports to a New | w Supervisor | | | | | | | | | | | | |
| can assign all direct reports to the | te sâme new supervisor or mâ | ke individual super | rvisor assignments belo | <i>w.</i> | | | | | | | | | |
| | | * Transfer Date | 01-Dec-2023 | | | | | | | | | | |
| | | New Supervisor | | | | Q | | | | | | | |
| | New Supervisor As | signment Number | | Ben | oth and | Colore Lies of b | han Minde I | Marcak Edan | | | | 0 | ~ |
| | | | Assign to All | 0.500 | https: | /mu-trainin/ | aues - work - i | Microsoft Edge | o/iene/aien? t-fr | radDC8.enc=ISO_8859.158 | - | b=750 | ~ |
| | | | | | index. | / my-commy | permissings | And La transferred to the | of Johnson John Tr 11 | euroceenc=150-0039-150 | A.J.III.IVII.A | 11-7.50 | _ |
| | | | | | | | - | | | | | | |
| fective Transfer Date | Direct Report's Su | pervisor | | Sear | ch an | d Select: N | ew Supervi | sor | | | Cancel | Sele | ct |
| fective Transfer Date | Direct Report's Su Admin22 Anthony | pervisor | 0 | Searc | ch an :h | d Select: N | ew Supervi | sor | | | Cancel | Selec | - |
| fective Transfer Date Dec-2023 🛗 👔 | Direct Report's Su Admin22, Anthony | pervisor 3 | ۹ | Searc Searc | ch an ch | d Select: N | ew Supervi | sor | **** | a la tha taut field than salest | Cancel | Sele | |
| fective Transfer Date Dec-2023 🏥 🗊 | Direct Report's Su Admin22, Anthony | pervisor 21 | ۹ | Searc Searc To f | ch and ch ind you | d Select: N | ew Supervi | sor the pulldown lis | st and enter a value | e in the text field, then select | Cancel | Selec | |
| fective Transfer Date | Direct Report's Su Admin22, Anthony | pervisor 31 | ۹ | Searc Searc To f | ch and ch ind you rch By | d Select: N ritem, select: Worker Nam | ew Supervi a filter item in t e ~ | sor the pulldown lis | st and enter a value | e in the text field, then select | Cancel | Selec | |
| fective Transfer Date Dec-2023 🛗 🗊 | Direct Report's Su Admin22, Anthony | pervisor 3 | ۹ | Searc Searc Tofi Sear Resul | ch and ch ind you ch By its | d Select: N r item, select : Worker Nam | ew Supervi a filter item in t e ~ | sor the pulldown lis | st and enter a value | e in the text field, then select | Cancel | Selec | |
| fective Transfer Date Dec-2023 🛗 D | Direct Report's Su Admin22, Anthony | pervisor 3i | ۹ | Searc Searc To fi Sear Resul | ch and ch ind you rch By its | d Select: N r item, select: Worker Nam | ew Supervi | sor the pulldown lis | st and enter a value | e in the text field, then select | Cance <u>i</u> the "Go" by | Selec | |
| ective Transfer Date Dec-2023 🛗 🗊 | Direct Report's Su Admin22, Anthony | pervisor 2i | ٩ | Searc Searc Tofi Sear Resul | ch and ch ind you rch By Its | d Select: N r item, select : Worker Nam | ew Supervi | the pulldown lis | st and enter a value Go Job | e in the text field, then select Position | Cance the "Go" by Business A Group | Selec Rown Assignmen Number | |
| fective Transfer Date | Direct Report's Su Admin22, Anthony | pervisor 3i | ٩ | Searc Searc Tofi Sear Resul | ch and ch ind you ch By its | d Select: N r item, select. Worker Nam Name Admin02, Anthony | ew Supervi a filter item in t e ~ Last Name Admin02 | Organisation S05 Acute Nurse Management | Job Administrative and Clerical Clerical | e in the text field, then select Position 80154(Admin Asst Band 2 - Acute Nurse Management(G2D)Surgery | Cancel the "Go" by Business / Group N NHS Business / Group S | Selec Rown Assignmen Number 20006928 | |
| fective Transfer Date | Direct Report's Su Admin22, Anthony | pervisor 3 | ٩ | Searce Searce Tofi Sear Result Select | ch and ch ind you ch By Its Quick Select | d Select: N r item, select i Worker Name Admin02, Anthony Admin03, | ew Supervi a filter item in t e v Last Name Admin02 Admin03 | Crganisation 505 Acute Nurse Management 505 Acute Nurse | Job Administrative and Clerical [Clerical Worker Administrative and Clerical [Clerical Worker | e in the text field, then select Position 80154/Admin Asst Band 2 - Acute Nurse Management(G2D)Surgery 80154/Admin Asst Band 2 - Acute Nurse | Cancel the "Go" by Business / Group NHS Business 2 Group NHS Business 2 Group Cancel C | Rown Rown Assignmen Number 20006928 | 4 |

You'll see a list below of the direct reports, if happy click the Assign to All button, then click Next.

| End Employment (App Effective Date 30-Nov-2023 Reassign Direct Reports to a New Sup You can assign all direct reports to the same | Employee Name Admin22, Anthor Employee Name 20006948 Job Administrative ar ervisor new supervisor or make individual supr * Transfer Date New Supervisor Assignment Number | ny ny nd Clerical[Clerical Worker ervisor assignments below. 01-Dec-2023 Admin03, Anthony 20006929 Assign to All | × Q | Organisation Organization Email Address Supervisor | Cancel Back Negt |
|--|--|---|-----------------|--|-----------------------|
| | | | | | |
| * Effective Transfer Date | Direct Report's Supervisor | | Direct Report | Job | |
| 01-Dec-2023 🛗 👔 | Admin03, Anthony 3 | Q | Senior22, Simon | Nursing and Midwifery Registered Speciality | st Nurse Practitioner |

The next screen is the Property Register – we do not currently use this, click Next.

| End Employment (A | Approval Req | uired): Special Information | | | _ | |
|----------------------------|-----------------|---|------------|----------------------------|-----------------------------------|------------------------------|
| Effective Date 30-Nov-2023 | Employee Name | Admin22, Anthony | | Organisation | Can 505 Acute Nurse Management | nce <u>l</u> Bac <u>k</u> Ne |
| | Employee Number | 20006948 Administration and Classical Classical Worker | | Organization Email Address | Leere 22 Voidan | 4 |
| roperty Register | 200 | | | Supervisor | LANDAL, TITISI | |
| Add ••• | | | | | | |
| elect Item Name | | Asset Number | Start Date | End Da | te | Status |
| No results found. | | | | | | |
| | | | | | | |





End Employment Review

The final screen will display the details of the end employment you've just entered.

Check that you have entered everything correctly – the annual leave position is entered in comments.

| End Employment (A | pproval Required): Review | | _ | |
|---|---|--|----------------------------|-----------------------------------|
| | | | | Cancel Printable Page Back Submit |
| Effective Date 30-Nov-2023 | | | | |
| | Employee Name Admin22, Anthony | | Organisation 50 | 15 Acute Nurse Management |
| | Employee Number 20006948 | | Organization Email Address | |
| | Job Administrative and Cierical(| Jerical Worker | Supervisor Le | esezz, vivian |
| Review your changes and, if needed, att | ach supporting documents. | | | |
| Reserved Direct Reports | | | | |
| Reassigned Direct Reports | | | | |
| Worker Name Job | | Current Supervisor Name | Proposed Supervisor Nat | me Effective Transfer Date |
| Senior22, Simon Nursing and | Midwifery Registered Specialist Nurse Practitioner | Admin22, Anthony | Admin03, Anthony | 01-Dec-2023 |
| Termination Details | | | | |
| | | | | |
| | Termination Date | 30-Nov-2023 | | |
| | Notification Date | 18-Oct-2023 | | |
| | Reason | Volumeary resignation - Promotion Please pay 5 hours annual leave that was not taken before | leaving. | |
| | Rehire | | | |
| | Last Working Day | 30-Nov-2023 | | |
| | Destination On Leaving | NHS Organisation | | |
| | NHS Organisation | 418 Bedfordshire Hospitals NHS Foundation Trust | | |
| | Available For Bank | 420 | | |
| | Termination Notification Sent Date | | | |
| | Exit Reference Completed | | | |
| | Removal Requested | | | |
| | Hold Record | | | |
| | Hold Neason | | | |
| Additional Information | | | | |
| Attachments | | | | |
| | | | | |
| To help approvers understand the re | equest, you can attach supporting documents, images, or | links to this action. | | |
| + | | | | |
| | | | | |
| Approvers | | | | |
| | | | | |
| | | | | |
| Details Approver | | | Status | Delete |
| SSHR Payroll Approvals | | | | 8 |
| | | | | |
| Add Adhoc Approver | | | | |
| | | | | |
| Comments to Approver | | | | |
| Southerna to Approver | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The bottom of the form will show the Approver and another Comments box.

Add any extra comments for Payroll Approvals if required. Click Submit.

A confirmation message will appear once submitted.

Click Home to go back to the main menu.

| Your | Confirmation Ir changes have been submitted for approval. | |
|------|--|------|
| | | Home |

When Payroll approve, the change will be updated in ESR.

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.

In some cases, employees will have Multiple Assignment in ESR, such as Kernowflex. ESR will flag this up if you start an End Employment for an Employee with Multiple Assignments.

Please see our **End Employment Multiple Assignments Guide** for how to action.

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

How do I process a leaver?

For further support on how to use Administrator 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 Administrator Self Service: <u>rcht.esrsupportteam@nhs.net</u>

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=408</u>