

Administrator Self Service – End Employment

In the main menu click 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.



Focus Name	Assignment Number	Job	Organisation	Action	Details
Leeson22, Vivian					
Admin22, Anthony	20006948	Administrative and Clerical(Clerical Worker)	505 Acute Nurse Management		
Johnson22, Andrew	20007338	Nursing and Midwifery Registered(Staff Nurse)	505 Ward 9		
Josh22, Neela	20007368	Nursing and Midwifery Registered(Staff Nurse)	505 Ward 10		
Manager22, Michelle	20007639	Nursing and Midwifery Registered(Nurse Manager)	505 Acute Nurse Management		
Nelson22, Art	20007729	Nursing and Midwifery Registered(Staff Nurse)	505 Ward 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		
Whigh22, 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.

NHS My Team Assignment Information

Search Home Favorites Settings | Logged In As 505TRAIN22 Help Logout Portal

Information
Please enter an Effective Date on or after 03-Sep-2023.

End Employment (Approval Required): Termination

Effective Date 18-Oct-2023

Employee Name Admin22, Anthony
Employee Number 20006948
Job Administrative and Clerical(Clerical Worker)

Organisation 505 Acute Nurse Management
Organization Email Address
Supervisor Leese22, Vivian

TIP Please enter the actual termination date for the Employee in the Termination Date field. It is NOT recommended to amend the termination date to accommodate untaken leave as this is not reflective of an employee's contractual termination date.
* Indicates required field

Termination Date
Notification Date 18-Oct-2023
Reason
Comments
Last Working Day
Destination On Leaving
NHS Organisation
Available For Bank
Termination Notification Sent Date
Exit Reference Completed

Termination Notification

Select: Status	Termination Role
No results found.	

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.

NHS My Team Assignment Information

Search Home Favorites Settings | Logged In As 505TRAIN22 Help Logout Portal

End Employment (Approval Required): Termination

Effective Date 18-Oct-2023

Employee Name Admin22, Anthony
Employee Number 20006948
Job Administrative and Clerical(Clerical Worker)

Organisation 505 Acute Nurse Management
Organization Email Address
Supervisor Leese22, Vivian

TIP Please enter the actual termination date for the Employee in the Termination Date field. It is NOT recommended to amend the termination date to accommodate untaken leave as this is not reflective of an employee's contractual termination date.
* Indicates required field

Termination Date 30-Nov-2023
Notification Date 18-Oct-2023
Reason Voluntary Resignation - Promotion
Comments Please pay 5 hours annual leave that was not taken before leaving.
Last Working Day 30-Nov-2023
Destination On Leaving NHS Organisation
NHS Organisation 418 Bedfordshire Hospitals NHS Fou
Available For Bank
Termination Notification Sent Date
Exit Reference Completed

Termination Notification

Select: Status	Termination Role
No results found.	

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.

Effective Date 30-Nov-2023


Employee Name Admin22, Anthony
Employee Number 20006948
Job Administrative and Clerical(Clerical Worker)

Organisation 505 Acute Nurse Management
Organization Email Address
Supervisor Leese22, Vivian


Reassign Direct Reports to a New Supervisor

You can assign all direct reports to the same new supervisor or make individual supervisor assignments below.

Transfer Date 01-Dec-2023

New Supervisor 

New Supervisor Assignment Number



Effective Transfer Date	Direct Report's Supervisor	Direct Report	Job
01-Dec-2023	Admin22, Anthony	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.

End Employment (Approval Required): Change Supervisor Cancel Back Next

Effective Date 30-Nov-2023

Employee Name Admin22, Anthony
 Employee Number 20006948
 Job Administrative and Clerical|Clerical Worker

Organisation 505 Acute Nurse Management
 Organization Email Address
 Supervisor Leese22, Vivian

Reassign Direct Reports to a New Supervisor

You can assign all direct reports to the same new supervisor or make individual supervisor assignments below.

Transfer Date 01-Dec-2023
 New Supervisor
 New Supervisor Assignment Number
 Assign to All

Search and Select List of Values - Work - Microsoft Edge

Search and Select: New Supervisor Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button

Search By Worker Name Go

Results

Select	Quick Select	Worker Name	Last Name	Organisation	Job	Position	Business Group	Assignment Number
<input type="radio"/>		Admin02, Anthony	Admin02	505 Acute Nurse Management	Administrative and Clerical Clerical Worker	80154 Admin Asst Band 2 - Acute Nurse Management G2D Surgery	NHS Business Group	20006928
<input type="radio"/>		Admin03, Anthony	Admin03	505 Acute Nurse Management	Administrative and Clerical Clerical Worker	80154 Admin Asst Band 2 - Acute Nurse Management G2D Surgery	NHS Business Group	20006929
<input type="radio"/>		Admin04, Anthony	Admin04	505 Acute Nurse Management	Administrative and Clerical Clerical Worker	80154 Admin Asst Band 2 - Acute Nurse Management G2D Surgery	NHS Business Group	20006930

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

End Employment (Approval Required): Change Supervisor Cancel Back Next

Effective Date 30-Nov-2023

Employee Name Admin22, Anthony
 Employee Number 20006948
 Job Administrative and Clerical|Clerical Worker

Organisation 505 Acute Nurse Management
 Organization Email Address
 Supervisor Leese22, Vivian

Reassign Direct Reports to a New Supervisor

You can assign all direct reports to the same new supervisor or make individual supervisor assignments below.

Transfer Date 01-Dec-2023
 New Supervisor Admin03, Anthony
 New Supervisor Assignment Number 20006929
 Assign to All

Effective Transfer Date	Direct Report's Supervisor	Direct Report	Job
01-Dec-2023	Admin03, Anthony	Senior22, Simon	Nursing and Midwifery Registered Specialist Nurse Practitioner

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

End Employment (Approval Required): Special Information

Effective Date 30-Nov-2023

Employee Name Admin22, Anthony
Employee Number 20006948
Job Administrative and Clerical(Clerical Worker)

Organisation 505 Acute Nurse Management
Organization Email Address
Supervisor Leese22, Vivian

Cancel Back Next

Property Register

Add | ***

Select	Item Name	Asset Number	Start Date	End Date	Status
No results found.					



Continue next page:



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 (Approval Required): Review

Effective Date 30-Nov-2023

Employee Name Admin22, Anthony
 Employee Number 20006948
 Job Administrative and Clerical|Clerical Worker

Organisation 505 Acute Nurse Management
 Organization Email Address
 Supervisor Leese22, Vivian

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items

Reassigned Direct Reports

Worker Name	Job	Current Supervisor Name	Proposed Supervisor Name	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 Voluntary Resignation - Promotion
 Comments 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
 Termination Notification Sent Date
 Exit Reference Completed
 Removal Requested
 Hold Record
 Hold Reason

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

+

Approvers

Details/ Approver	Status	Delete
SSHR Payroll Approvals		

▶ Add Adhoc Approver

Comments 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.

Confirmation

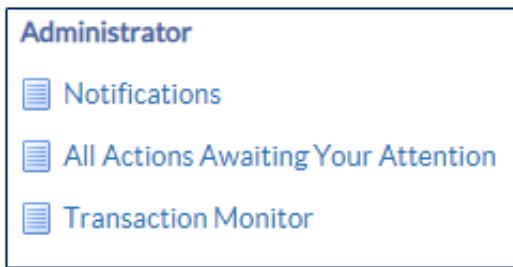
Your changes have been submitted for approval.

[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:
rcht.esrsupportteam@nhs.net

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