

Administrator Self Service – End Employment Multiple Assignment

Sometimes employees will have multiple Assignments, this may be a Kernowflex post, or they may have multiple part time roles in different areas of the trust.

Click on the Administer End Employment (Approval Required) as you would for a standard termination.

 [Administer End Employment \(Approval Required\)](#)

If you start a full End Employment for an employee with multiple assignments, Administrator Self Service will show a warning message.

Multiple Assignments Warning

Effective Date 10-Oct-2023

Employee Name	Jimenes01, Monica
Employee Number	20007287
Job	Nursing and Midwifery Registered Staff Nurse

This person has multiple assignments. You have selected their primary assignment. By proceeding you will terminate all assignments for this person.
If you wish to terminate this assignment only, please contact your HR department who will need to arrange for the Primary Assignment to be changed.

If it is the Primary Assignment that you need to end and keep the other Assignment/s open (such as Kernowflex), you will need to contact the ESR Support Team mailbox for assistance.

If the Assignment you need to end is not the primary post, you can go over to the “Administer End Non-Primary Assignment (Approval Required)” option.

Administer End Non-Primary Assignment (Approval Required)

 [Administer End Non Primary Assignment \(Approval Required\)](#)

Click on the Administer End Non-Primary Assignment (Approval Required) option in the menu. If the Assignment is still primary, it will come up with a warning message.

Invalid Assignment Warning

Effective Date 19-Oct-2023

Employee Name	Leader22, Trevor	Organisation	505 Ward 9
Employee Number	20007488	Organization Email Address	
Job	Nursing and Midwifery Registered Modern Matron	Supervisor	Manager22, Michelle

You are attempting to terminate a primary assignment - please use the End Employment menu option.
End Employments should usually be ended with a date the same as the last working day.

[Back](#)

When the Assignment is the non-Primary post, you will see the date tracking screen. This change is treated like an Assignment change as the employee is staying on their other Assignment/s.

End Non Primary Assignment (Approval Required): Effective Date Options

Effective Date 19-Oct-2023

Employee Name	Leader22, Trevor	Organisation	505 Ward 9
Employee Number	20007488	Organization Email Address	
Job	Nursing and Midwifery Registered Modern Matron	Supervisor	Manager22, Michelle

TIP Please ensure the effective date is set to the date on which the new assignment status should take effect. For example, if an Employee is leaving their assignment on the 15th of the month the 16th should be entered. 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.

October 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Changes should take effect on the effective date as entered below.
 Effective Date


Changes should take effect as soon as final approval is made.

[Back](#) [Continue](#)


There is some guidance on screen about the effective date for this kind of change.

For example, in these screen shots, the leaving date is the 31st of October, so I have date tracked to the 1st of November.

This is the effective date to change the assignment from Active to Terminated.

 Please ensure the effective date is set to the date on which the new assignment status should take effect. For example, if an Employee is leaving their assignment on the 15th of the month the 16th should be entered. 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.

Changes should take effect on the effective date as entered below.

Effective Date 

Changes should take effect as soon as final approval is made.

Once you have date tracked correctly, click Continue. You will be taken to an Assignment Change screen.

The Assignment Status will be pre-populated to show that you are updating the Assignment from Active to Terminate Process Assignment.

End Non Primary Assignment (Approval Required): Assignment

[Cancel](#) [Back](#) [Next](#)

Effective Date 01-Nov-2023

Employee Name	Leader22, Trevor	Organisation	505 Ward 9
Employee Number	20007488	Job	Nursing and Midwifery Registered Modern Matron
Supervisor	Manager22, Michelle		

* Indicates required field
Enter or change any details below. Click Submit to continue this action, click Back to return to the previous page, or click Cancel to cancel this action.

Assignment Status

Current Status	Active Assignment
Proposed Status	Terminate Process Assignment
* Change Reason	<input type="text" value="Migrated Record Default Assignment"/>

Position

Position Name	80106 Matron Band 8a - Ward 9 NCA Surgery
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Job


Job Title	Nursing and Midwifery Registered Modern Matron
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Grade

Grade Name	NHS XR08 Review Body Band 8 - Range A
	More Details ...
Ceiling Point	

Payroll

Payroll Name	505 MonthlyT00
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All you will need to do here is pick the leaving reason in the Change Reason field.

Pick the Change Reason and then click Next.

* Indicates required field

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

Assignment Status

Current Status Active Assignment
Proposed Status Terminate Process Assignment
* Change Reason Voluntary Resignation - Promotion



The final screen is the Review, check you are happy with the changes and the dates.

End Non Primary Assignment (Approval Required): Review

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

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	Terminate Process Assignment
Change Reason	Migrated Record Default Assignment	Voluntary Resignation - Promotion
Absence Accrual Start Date	01-Apr-2019	01-Apr-2019
No. of Increments	1	1
Work Hours	37.5	37.5
Frequency	Week	Week
Employee Category	Full Time	Full Time
Assignment Category	Permanent	Permanent
Primary Assignment	No	No

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		

Ensure you advise Payroll of any leave to be paid, deducted or all taken / up to date, enter details in the Comments to Approver section.

Comments to Approver


Trevor is ending his Matron role but staying on the bank. All leave is up to date.

Cancel Printable Page Back Submit



When ready, click Submit.

You'll see a confirmation message, click home to go back to the main menu.




 Confirmation

Your changes have been submitted for approval.

Home

If you need to check on the progress of your change you can do this Transaction Monitor within your Administrator Menu.

Administrator

-  Notifications
-  All Actions Awaiting Your Attention
-  Transaction Monitor

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 end a non-primary assignment?](#)

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=409>