

Administrator Self Service – Flexible Working Request

Flexible Working Request

In Administer Assignment Information, click Administer Flexible Working.



You will be presented with your supervisor hierarchy, find the employee, and click Action.

Flexible Working: People in Hierarchy

IF TIP Click the action button next to the employee you wish to action. Click the details button for more information about the employee.

Press Name	Assignment Number	Job	Organization	Action	Details
Leech02, Wileen					
Admin02, Anthony	20006948	Administrative and Clerical/Clerical Worker	SOS Acute Nurse Management		
Armes02, Monica	20007308	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 10		
Johnson02, Andrew	20007158	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 9		
Jar02, Heidi	20007348	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 10		
Marog02, Michele	20007639	Nursing and Midwifery Registered/Nurse Manager	SOS Acute Nurse Management		
Nelson02, Ari	20007729	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 10		
Sandwell02, Paula	20007920	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 9		
Williams02, Judith	20008020	Nursing and Midwifery Registered/Staff Nurse	SOS Ward 10		
Wright02, Darlene	20008040	Additional Clinical Services/Health Care Support Worker	SOS Ward 7		

You will be taken into the employees flexible working request summary record.

If any previous requests have been made, they will show here in this screen.

Click on Create New Request.

The screenshot shows the 'Flexible Working Requests' page. At the top right, there are navigation icons for Search, Home, Favorites, Settings, and a user profile for '505STRAIN02'. Below the header, the page title is 'Flexible Working Requests'. On the right side of this header, there are two buttons: 'Back' and 'Create new request'. A large blue arrow points to the 'Create new request' button. Below the header is an 'Employee Summary' section with fields for Employee Name, Organisation Name, Assignment Number, Supervisor Name, and JobName. Below that is a 'Flexible Work Requests' table with columns: Date Received, Flex Work Type, Requested Change, Position 1, Arrangements End Date, Current Work Pattern, Proposed Work Pattern, Outcome, and Manager Action. The table currently shows 'No results found.'

You will be taken into the request form.

The screenshot shows the 'Maintain Employee Flex Work Requests' form. At the top right, there are navigation icons for Search, Home, Favorites, Settings, and a user profile for '505STRAIN02'. Below the header, the page title is 'Maintain Employee Flex Work Requests'. On the right side of this header, there are two buttons: 'Cancel' and 'Submit'. Below the header is an 'Employee Summary' section with fields for Employee Name and Assignment Number. Below that is a 'Flexible Working Request Details' section with various dropdown menus and date pickers, including 'Type of Request', 'Date Submitted', 'Date Received', 'Application Complete?', 'Requested Change', 'Position 1', 'Position 2', and 'Position 3'. Below this is a 'Current Work Pattern' and 'Future Work Pattern' section with text input fields. At the bottom is an 'Arrangements and Outcome' section with fields for 'Agreed Arrangements', 'Meeting 1 Date', 'Decision Received By', 'Outcome', 'Effective Change Date', 'Process End Date', 'Agreed Arrangements End Date', 'Meeting 2 Date', 'Decision Date', 'Outcome Details', and 'Decision Letter Sent'.

Start by filling in the Flexible Working Request Details section.

This will vary depending on the type of flexi request.

NHS My Team Assignment Information


Maintain Employee Flex Work Requests


Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request * Position 1

Date Submitted 15-Sep-2023  Position 2

Date Received 15-Sep-2023  Position 3

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern



NHS My Team Assignment Information

Maintain Employee Flex Work Requests

Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request

Date Submitted

Date Received

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern

Annualised Hours
Condensed Working Hours
Flexitime
Home Working
Job Share
Other Flexible Working
Part Time
Phased Retirement
Seasonal Working
Staggered Working Hours
Team Self Rostering
Term-time Working

Enter the Type of Request, the ESR Position.

Enter the dates submitted and received.

Enter the requested change.

You can also fill in detail of the current and future work pattern. When complete click Submit.



Maintain Employee Flex Work Requests

Employee Summary

Employee Name Admin22, Anthony Assignment Number 20006948

Flexible Working Request Details

* Type of Request * Position 1 Position 2 Position 3

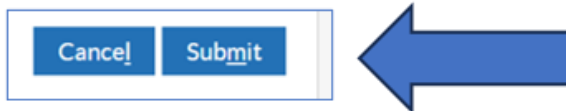
Date Submitted  Date Received 

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern



When you have submitted the request, you will be taken back to the summary screen and see a confirmation message.

You would come back to this screen later to record the outcome of the request.

Confirmation
An application for a flexible working pattern has successfully been created on behalf of the selected employee.

Flexible Working Requests

[Back](#) [Create new request](#)

Employee Summary

Employee Name Admin22, Anthony Organisation Name 505 Acute Nurse Management
Assignment Number 20006948 Supervisor Name Leese22, Victor
Job Name Administrative and Clerical/Clinical Worker

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
15-Sep-2023	Part Time	Decrease hours - change to PT	80154 Admin Asst Band 2 - Acute Nurse Management G.D. Surgery		Monday to Friday 9am to 5pm, 37.5 hours	Monday to Thursday 8am to 4pm, 30 hours	Pending Decision	Update Request

Flexible Working Request Outcome

Once you have considered the flexible working request and completed any Flexible Working Request meetings, you can go back to Administrator Self Service to record the outcome.

Once you have located the correct request, click Update Request.


Flexible Working Requests

Employee Summary

Employee Name	Admin22, Anthony	Organisation Name	505 Acute Nurse Management
Assignment Number	20000948	Supervisor Name	Leese22, Vivian
JobName	Administrative and Clerical/Clerical Worker		

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
15-Sep-2023	Part Time	Decrease hours - change to PT	80154/Admin Asst Band 2 - Acute Nurse Management/G2D/Surgery		Monday to Friday 9am to 5pm, 37.5 hours	Monday to Thursday 8am to 4pm, 30 hours	Accept...	Update Request




Once you have found the employee and the flex request, enter the details into the Arrangements and Outcome section.

Enter as much detail as possible and then click Submit.

Remember you can come back to this form later to enter further details.

Arrangements and Outcome

Agreed Arrangements	Permanent	Agreed Arrangements End Date	<input type="text"/>
Meeting 1 Date	19-Sep-2023	Meeting 2 Date	<input type="text"/>
Decision Required By	15-Dec-2023	Decision Date	19-Sep-2023
Outcome	Accepted	Outcome Details	Flexi request agreed
Effective Change Date	01-Oct-2023	Decision Letter Sent	20-Sep-2023
Process End Date	<input type="text"/>		



Confirmation

The application for a flexible working pattern has successfully been updated.

Flexible Working Requests

Employee Summary

Employee Name	Admin22, Anthony	Organisation Name	505 Acute Nurse Management
Assignment Number	20000948	Supervisor Name	Leese22, Vivian
JobName	Administrative and Clerical/Clerical Worker		

Flexible Work Requests

Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
15-Sep-2023	Part Time	Decrease hours - change to PT	80154/Admin Asst Band 2 - Acute Nurse Management/G2D/Surgery		Monday to Friday 9am to 5pm, 37.5 hours	Monday to Thursday 8am to 4pm, 30 hours	Accept...	Update Request

You will get a confirmation message that the request has been updated.

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=410>