

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

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

Person Name	Assignment Number	Job	Organisation	Action	Details
Leese22, Vivian					
Admin22, Anthony	20006948	Administrative and Clerical/Clerical Worker	505 Acute Nurse Management		
Jones22, Monica	20007208	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Johnson22, Andrew	20007238	Nursing and Midwifery Registered/Staff Nurse	505 Ward 9		
Josh22, Nicola	20007248	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Manager22, Michelle	20007639	Nursing and Midwifery Registered/Nurse Manager	505 Acute Nurse Management		
Nelson22, Arel	20007729	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Sandwell22, Paula	20007930	Nursing and Midwifery Registered/Staff Nurse	505 Ward 9		
Williams22, Judith	20008230	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Wright22, Debbie	20008240	Additional Clinical Services/Health Care Support Worker	505 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.

Flexible Working Requests

Employee Summary

Employee Name: Admin22, Anthony | Organisation Name: 505 Acute Nurse Management
 Assignment Number: 20006948 | Supervisor Name: Leese22, Vivian
 Job Name: 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
No results found.								

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You will be taken into the request form.

Maintain Employee Flex Work Requests

Employee Summary

Employee Name: Admin22, Anthony | Assignment Number: 20006948

Flexible Working Request Details

Type of Request: [Dropdown]
 Date Submitted: 15-Sep-2023
 Date Received: 15-Sep-2023
 Application Complete? [Dropdown]
 Requested Change: [Dropdown]

Position 1: [Dropdown]
 Position 2: [Dropdown]
 Position 3: [Dropdown]

Current Work Pattern: [Text Area]
 Future Work Pattern: [Text Area]

Arrangements and Outcome

Agreed Arrangements: [Dropdown]
 Meeting 1 Date: [Date Picker]
 Decision Required By: 15-Dec-2023
 Outcome: Pending Decision
 Effective Change Date: [Date Picker]
 Process End Date: [Date Picker]

Agreed Arrangements End Date: [Date Picker]
 Meeting 2 Date: [Date Picker]
 Decision Date: [Date Picker]
 Outcome Details: [Text Area]
 Decision Letter Sent: [Date Picker]

[Cancel](#) [Submit](#)

Start by filling in the Flexible Working Request Details section.

This will vary depending on the type of flexi request.

The screenshot shows the 'Maintain Employee Flex Work Requests' interface. At the top, the NHS logo and 'My Team Assignment Information' are visible. The main title is 'Maintain Employee Flex Work Requests'. Below this is the 'Employee Summary' section, which includes 'Employee Name Admin22, Anthony' and 'Assignment Number 20006948'. The 'Flexible Working Request Details' section contains several fields: 'Type of Request' (a dropdown menu with a blue arrow pointing to it), 'Date Submitted' (15-Sep-2023), 'Date Received' (15-Sep-2023), 'Application Complete?' (a dropdown menu), and 'Requested Change' (a dropdown menu with a blue arrow pointing to it). To the right of these are 'Position 1', 'Position 2', and 'Position 3' (all dropdown menus, with a blue arrow pointing to Position 1). At the bottom of the form are 'Current Work Pattern' and 'Future Work Pattern' (both text input fields with a blue arrow pointing to the Future Work Pattern field).

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 * Posit

Date Submitted

Date Received

Application Complete?

* Requested Change

Current Work Pattern

Future Work Pattern

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

Date Submitted  Position 2

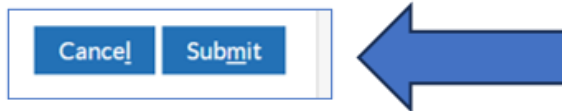
Date Received  Position 3

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 005 Acute Nurse Management
Assignment Number 20006948 Supervisor Name Leanne22, Vinton
Job Name Administrative and Clinical/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/Clinical Worker		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
Job Name: 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

Meeting 1 Date: 19-Sep-2023

Decision Required By: 15-Dec-2023

Outcome: Accepted

Effective Change Date: 01-Oct-2023

Process End Date:


Agreed Arrangements End Date:

Meeting 2 Date:

Decision Date: 19-Sep-2023

Outcome Details: Flexi request agreed

Decision Letter Sent: 20-Sep-2023



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

Flexible Working Requests

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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>

