

# 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
Leeson22, Vivian					
Admin22, Anthony	20006948	Administrative and Clerical/Clerical Worker	505 Acute Nurse Management		
Jones22, Monica	20007908	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Johnson22, Andrew	20007938	Nursing and Midwifery Registered/Staff Nurse	505 Ward 9		
Josh22, Nicola	20007948	Nursing and Midwifery Registered/Staff Nurse	505 Ward 10		
Manager22, Michelle	20007939	Nursing and Midwifery Registered/Nurse Manager	505 Acute Nurse Management		
Nelson22, Arel	20007929	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	20006240	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: Leeson22, Vivian  
Job Name: Administrative and Clerical/Clerical Worker

Flexible Work Requests

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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:       Position 1:   
Data Submitted: 15-Sep-2023      Position 2:   
Date Received: 15-Sep-2023      Position 3:   
Application Complete?       Requested Change:

Current Work Pattern:   
Future Work Pattern:


Arrangements and Outcome

Agreed Arrangements:       Agreed Arrangements End Date:   
Meeting 1 Date:       Meeting 2 Date:   
Decision Required By: 15-Dec-2023      Decision Date:   
Outcome: Pending Decision      Outcome Details:   
Effective Change Date:       Decision Letter Sent:   
Previous End Date:

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

Start by filling in the Flexible Working Request Details section.

This will vary depending on the type of flexi request.


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 15-Sep-2023 

Date Received 15-Sep-2023 

Application Complete?

\* Requested Change

\* Position 1

Position 2

Position 3

Current Work Pattern

Future Work Pattern

NHS

My Team Assignment Information

Maintain Employee Flex Work Requests

Employee Summary

Employee Name Admin22, AnthonyAssignment Number 20006948

Flexible Working Request Details

Type of Request

Date Submitted

Date Received

Application Complete?

Requested Change

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

Posit

Posit

Posit

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 **Part Time**      \* Position 1 **80154|Admin Asst Band 2 - Acute Nurse M**  
Date Submitted **15-Sep-2023**      Position 2 **▼**  
Date Received **15-Sep-2023**      Position 3 **▼**  
Application Complete? **Yes**      \* Requested Change **Decrease hours - change to PT**

Current Work Pattern **Monday to Friday  
9am to 5pm, 37.5 hours**

Future Work Pattern **Monday to Thursday  
8am to 4pm, 30 hours**

**Cancel** **Submit**



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.

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### Flexible Working Requests

Employee Summary

Employee Name Admin22, Anthony

Assignment Number 20006948

Job Name Administrative and Clinical/Clinical Worker

Organisation Name 005 Acute Nurse Management

Supervisor Name Leanne22, Vitoria

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 (005) 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  
Job Name: Administrative and Clerical/Clerical Worker

**Flexible Work Requests**

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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	
Meeting 1 Date	19-Sep-2023	Meeting 2 Date	
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			

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




**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	Loose22, 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](mailto:rcht.esrsupportteam@nhs.net)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=410>

