

Administrator Self Service – Using the Assignment Form to advise other Payroll Changes

There are some changes you may note on an existing CAF to Payroll that are not covered in the core Administrator Self Service functionality.

You can send information to Payroll using Administrator Self Service with the Administer Assignment (Approval required) form by updating the Change Reason and then entering the relevant information in the “Comments to Approver” free type field at the end of the form.

Click into Administer Assignment (Approval Required).



Locate the relevant employee within your hierarchy. Then enter your effective date.

The screenshot shows a web form titled "Assignment (Approval Required): Effective Date Options". At the top, there is an "Information" section with two notes: "1. Please enter an Effective Date on or after 31-Oct-2023." and "2. No previous approved Pay Proposal exists for this person. This assignment is not eligible for the salary element." Below this, there are "Back" and "Continue" buttons. The form displays employee details: Employee Name (Leader22, Trevor), Employee Number (20007488), Job (Nursing and Midwifery Registered|Modern Matron), Organisation (505 Ward 9), Organization Email Address, and Supervisor (Manager22, Michelle). A prompt asks to "Enter the date on which the changes should take effect, and press the Continue button." There are two radio button options: "Changes should take effect on the effective date as entered below." (selected) and "Changes should take effect as soon as final approval is made." The "Effective Date" is set to "01-Nov-2023" with a calendar icon. A calendar for November 2023 is displayed, with the 1st highlighted in blue.

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 Next to continue this action, click Back to return to the previous page, or click Cancel to cancel this action.

Assignment Status

Status Active Assignment
 Change Reason Payroll Change

Position

Within the Assignment form, you can update the Change Reason to the relevant Reason or for anything not listed, use Payroll Change.

Click Next, update the Supervisor if required. Click Next. Update direct reports if required.

You will see the work schedule, click next.

You will see the Review form and the only change highlighted with the blue dot is the Change Reason – Payroll Change.

Assignment (Approval Required): Review Cancel Printable Page Back Submit

Effective Date 01-Nov-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

Review your changes and, if needed, attach supporting documents.
 Includes 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	B0106 Matron Band 8a - Ward 9 NCA Surgery	B0106 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	Active Assignment
Change Reason	Migrated Record Default Assignment	Payroll Change

Then enter your information in the Comments to Approver field.

► Add Adhoc Approver

Comments to Approver

Please extend temporary hours increase to the end of March 2024.

Cancel Printable Page Back Submit

In this example, we are advising an extension to a temporary increase in hours.

When ready click Submit.

If you are an Admin SS User, your notification will flow to your Approving Manager and then Payroll.

If you are a Manager Self Service user, it will flow to Payroll.

If you need any further support with using Admin Self Service or Manager Self Service, please do contact the ESR Support Team.

rcht.esrsupportteam@nhs.net

[Home - ESR Hub - NHS Electronic Staff Record](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=412>