Manager Self Service Delegated Access: Change Hours

This guide will help you use Manager Self Service Delegated Access to update an employee's contracted working hours on behalf of a delegating manager.

Selecting the employee:

1. Click on 'Change Hours' from the Manager Self Service Delegated Access menu.

2. The 'Change Hours: People in Hierarchy' screen will be displayed and the manager/s you have delegated access for will be shown.

3. Click on the '+' icon to the left of the relevant manager to expand the list of staff that report to them. The list is displayed in alphabetical order by surname. A maximum of 10 rows will be displayed, so you may need to click on the 'Next' button, at the bottom left of the table, to display more rows.

4. Against the employee's assignment on which the contracted hours are changing, select 'Action' on the far right hand side of the screen.

5. This will take you to the 'Change Hours' screens.

Note. You can only change contracted hours for employees that are 1-3 levels down within the supervisor hierarchy of the manager you have delegated access for.

Note. Some employees have multiple assignments. Please be sure to select the correct assignment on this screen.

Enter an effective date:

You will be taken to the 'Effective date options' screen. A summary of the employee's assignment details will be displayed.

It is important to enter the correct effective date that the change takes effect from.

1. Check the 'Information' box at the top of the screen. This will tell you when the last change was made to the employee's assignment. This will be the earliest date that your change can be made from.

2. In the effective date box insert the date you wish the change to take effect (this can be selected from the calendar to the right).

Note. You are able to make back and future dated changes.

3. Select 'Continue' on the far right hand side of the screen.

Change Hours:

Within the 'Change Hours' screen you should update the number of hours.

1. In the 'Work hours' box, the current contracted hours per week will be shown. Overtype this with the new number of contracted hours per week.

2. In the 'Assignment Category' box the current assignment category will be shown, for example, 'Permanent Part Time'. If this has changed as a result of the employee's change in hours, for example, they are moving from full time to part time, this should be updated.

3. Click 'Next'.

Note. Hours cannot be changed from zero to a value other than zero. Where hours are greater than zero, they cannot be changed to zero. You should not use this tool if the change in hours is due to the employee taking Flexible retirement

Review and Submit:

A review and submit screen displays the information you have entered. The change/s you have proposed will be indicated by a blue dot. If you need to make any amendments, select 'Back' to return to the 'Change Hours' screen.

Use the Comments to Approver field to advise if the change in hours will be a permanent or temporary change. Where the change is temporary, provide the date on which the change of hours/assignment category should change back. Also use the comments field to confirm if the number of working weeks needs to be amended – this will be for term time only staff.

Approval will be required by the manager that has delegated access to you. Please note that if the manager of the employee is not the delegating manager, they will not be sent a notification of the change.

At this point, if required, you can add an 'Ad Hoc Approver'. See the guidance below on how to do this.

If you are happy with the details, select 'Submit'.

Adding an Adhoc Approver:

If you require someone in addition to the delegating manager, to approve this change, you need to add them as an additional approver. You do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review and Submit' page. Search for their name by typing Surname% Forename. Select 'Add'. This approver will now be added.

Note. Adding an adhoc approver will not replace the need for the delegating manager to approve the change you have proposed.

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The change will be submitted to the delegating manager and then to the HR Business Centre for approval. You will receive a confirmation e-mail at each stage of approval. If the employee is registered with Employee Self Service they will be sent a notification of the change once it is approved.

The change will then be effective from the chosen date.

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Changes that are returned for correction:

If the change you submit contains an error, the delegating manager should return it to you for correction. To ensure that the transaction is processed correctly, you **must not** click on the return for correction notification that is displayed on the Oracle Applications Home Page.

Instead, you must select the 'KCC Manager Self Service Delegated Access' responsibility on the left hand side of the Oracle home page and then click on 'All Actions Awaiting Your Attention'. The return for correction notification will be displayed. Click on the Subject title and the notification will open.

To make the required changes click on 'Continue Action', which is located towards the bottom left of the notification. You will be taken through the same screens as when you originally completed the details. In the top left of the screen it should confirm that you are completing the details under the 'KCC Manager Self Service Delegated Access' responsibility. Input the correct details and click on 'Submit'. The amended details will be sent to the delegating manager to authorise.

If you do click on the notification from within the Oracle Applications Home Page and click on 'Continue Action', the system will not know what responsibility you are submitting the transaction under. An 'Information' section at the top of the screen confirms the 'responsibility context' being used. If this does not say 'KCC Manager Self Service Delegated Access', you must select this from the 'Switch Responsibility' drop down list on the right hand side of the screen.

Other Changes:

If the employee has any other changes to their contract (e.g. line manager or change of grade), you will need to submit these changes via Manager Self Service where possible, or complete the relevant eform.

If your team or service is going through a restructure, we advise that you avoid using the Change Hours tool. This is because any changes to the system, including changes to contracted hours will be collated and made by HR.

Help and Support:

Further information on the 'Change Hours' tool is available on the Change Hours KNet page.