Manager Self Service: Change Location

This guide will help you use Manager Self Service to update your employee's work base.

Selecting the employee:

1. Click on 'Change Location' from the Manager Self Service menu.

2. Against the employee's assignment on which the location is changing, select 'Action' on the far right hand side of the screen.

3. This will take you to the 'Change Location' screens.

Note. You can only change location information for employees that are within your reporting hierarchy i.e. reporting directly to you, or reporting to someone who is reporting to you.

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

Enter an effective date:

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 Location:

Within the 'Change Location' screen you can update the location information.

1. In the 'Location' box, type the first 3 characters of the Location followed by % (e.g. Ses%). 2. Select the 'magnifying glass' icon.

2. Select the location from the 'Search and Select list of values' screen that appears by clicking 'Quick Select.'

3. If entering the first 3 characters does not bring up the location you are looking for, remove all of the text in the Location box on the Change Location screen and click on the magnifying glass icon.

4. You will be taken to the Search and Select: Location screen. You can choose to search by Location name, City or Country. Set this filter and then enter a value in the text field, for example, select 'City', type in Maidstone and click on the 'Go' button.

5. All locations that match your search criteria will be displayed. Select the correct location by clicking 'Quick Select'.

6. Once you have selected the location you will be taken back to the 'Change Location' screen. The new location will be displayed in the 'Location' box and the address details will automatically update.

7. Click 'Next'.

Review and Submit:

A review and submit page displays the information you have entered. The change you have proposed will be indicated by a blue dot. Review the information. If you need to amend this, select 'Back' to return to the 'Change Location' screen.

At this point, if required, you can add an 'Ad Hoc Approver'. See guidance below.

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

Adding an Adhoc Approver:

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

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. If you have added an approver, it will go through to them to approve. If you have not added an approver, your change will be automatically approved and will be effective from the chosen date. You and the affected member of staff (if they have a Self Service account) will receive a confirmation e-mail that the change has been made

Disturbance & Travelling Allowance:

If the change in the employee's location means that they may be entitled to receive compensation for additional mileage you will need to inform your employee of this and complete the relevant forms. If the employee is currently in receipt of compensation for additional mileage a revised calculation should be undertaken.

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 form and send to HR Connect.

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

Help and Support:

Further information on the 'Change Location' is available on the Change Location KNet page.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.