

## Manager Self Service: Change Contract Title

This guide will help you use Manager Self Service to update/correct your employee's contract title

### Selecting the employee:

1. Click on 'Change Contract Title' from the Manager Self Service menu.
2. Against the employee whose contract title you need to update/correct, select 'Action' on the far right hand side of the screen.
3. This will take you to the 'Change Contract Title' screens.

**Note.** You can only change the contract title for employees that are within your supervisor 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 Contract Title:

The employee's current contract title will be displayed in the Assignment Info section of this page. To update/correct this simply overwrite what is held in the Contract Title field with the new contract title. Then click on the 'Next' button.

**Assignment Info**

Enter the new Contract Title for the selected employee assignment. Please do not use any abbreviations as this Contract Title will appear on contractual documents. Please do not make references to employment status, such as casual and/or part time, as this information is held elsewhere on the system and must not be stated within the Contract Title. Please make sure that this is a Contract Title change only and not part of a wider job role change that should go through the necessary recruitment process.

Contract Title	<input type="text" value="Team Manager"/>
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Note: Please make sure that this is only a contract title change and not part of a wider job role change, that should go through the necessary recruitment process

Note: It is important that you do not use any abbreviations, as the contract title appears on contractual documents.

Note. You should not make any reference to employment status, such as casual, part time etc, as this information is held elsewhere on the system and must not be stated in the contract title.

## Review and Submit:

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

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 change, select 'Submit'.

## Adding an Adhoc Approver:

If you require someone 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.

## 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 employee will receive a confirmation e-mail that the change has been made.

## Other Changes:

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

## Help and Support:

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](mailto: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.

