

Manager Self Service: Gifts and Hospitality

This guide will help you use Manager Self Service to record gifts and hospitality declarations on behalf of your staff and to view and update any existing declarations.

Select the employee:

1. Click on 'Gifts and Hospitality' from the Manager Self Service menu.
2. On the 'Gifts and Hospitality: People in Hierarchy' screen, against the employee you need to record the declaration for, select 'Action' on the far right hand side of the screen.
3. This will take you to the 'Gifts and Hospitality: Special Information' screen.
4. Any existing declarations currently held will be displayed.

Adding/Updating Gifts and Hospitality for an employee:

1. To record a new declaration click on the 'Add' button.
2. To update an existing declaration, select the relevant row and click on the 'Update' button.
3. You will be taken to the 'Gifts and Hospitality input' screen.
4. Input/update the employee's gifts and hospitality information by completing the relevant fields.
5. Click on the 'Apply' button.

Special Information screen:

You will be taken to the Special Information screen. The information you have entered will be displayed.

If you have added a new declaration the status will be 'New'. If you have updated an existing declaration the status will be 'Updated'.

To continue, click on the 'Next' button on the far right hand side of the screen.

Review and Submit:

You will be taken to the 'Review' screen.

If you have added a new declaration this information will be displayed.

If you have updated an existing declaration a blue dot will indicate any proposed changes.

1. If you need to amend any details, click on the 'Back' button to return to the relevant screen.
2. Before submitting, if required you can add an 'Ad Hoc Approver'. See guidance below.
3. Once you are happy with the details, click on the 'Submit' button.

Adding an Adhoc Approver:

As you are submitting a declaration of gifts and hospitality on behalf of your employee, it will be automatically approved. The employee will be sent an FYI notification.

However, if you require someone else to approve this declaration or receive a 'For your information' notification, you need to add them as an additional approver.

Do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review' screen. Search for their name by typing their Surname%Forename and click on the magnifying glass icon. A search and select screen will appear. Pick the relevant person by clicking on the 'Quick Select' icon.

When you are returned to the main screen, select the appropriate 'Category'. Then click on the 'Add' button. This approver will now be added

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The information will be automatically approved unless you have added an ad hoc approver to authorise it. The employee will receive an FYI notification advising of the details that have been submitted on their behalf.

Click the 'Home' button to return to the main menu.

Help and Support:

Please see guidance in The Kent Code and on KNet regarding gifts and hospitality. In addition to the requirements in The Kent Code, there may also be specific Directorate rules on gifts and hospitality. Please speak to your manager for further information.

A Guidance button within the 'Gifts and Hospitality' screen will take you to a guidance document held on KNet.

If you need to report a technical error when using this Self-Service tool, please log a call using the Service Now system.

If you have a query about the Gifts and Hospitality policy, please speak with your line manager in the first instance.