DRAFT Internal Transfer
(Change Cost Centre & Change Job and Terms)

Step-by-Step Guide

> **Please note this process should be used when the employee is moving to another department/ service within NHSGG&C. A termination should not be completed.**
>
> **Please ensure that Part 1 and Part 2 are completed otherwise the transaction will not be fully applied in eESS, ePayroll or SSTS.**

PART 1: Updating Department: Change Job and Terms

Navigate to NHSS Manager Self Service

1. **Click on 'Change Job and Terms'**

2. **Select employee from hierarchy to whom transaction applies and click 'Action'**

Focus	Name	Assignment Number	Job	Department	Action	Details
	Smith, Robert					
⊕	Brown, Joe	1041234	71A2 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
⊕	Blue, Dan	10412356	71A2 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
⊕	Red, Susan	10412356	71A3 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
⊕	Red, Susan	10412367	71A3 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
⊕	Pink. Colin	10412348	71A4 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		

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3. **Change Effective Date to the day of the transfer, click 'Continue'**

   Type in the effective date __or__ use the calendar function

ⓘ **Information**
   Enter a date on or after the assignment start date (17-08-2009). Note that the last assignment change date is 30-10-2017.

Termination: Effective Date Options

Back   Continue

Effective Date 25-03-2019

Employee Name	Employee Number
Organization Email Address	Organization
Job	Manager
	Pay Number
Incremental date	Pay Division
Group Code	Pay Point

Enter the date on which the changes should take effect, and press the Continue button.

| March ▼ | 2019 ▼ |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25**	26	27	28	29	30
31	1	2	3	4	5	6

◉ Changes should take effect on the effective date as entered below.
   Effective Date 14-03-2019 🗓
   (example: 25-03-2019)
○ Changes should take effect as soon as final approval is made.

Back   Continue

If the employee is not changing their job title, it may be helpful to make a note of the current details under 'Post Descriptor' and 'Position' in-case you need to re-enter this information.

4. The Cost Code and 'Department' details require to be updated. **Delete out current text in the text box for 'Department'**

5. **Select the magnifying glass icon to the right of the text box**
   a. New page will appear as pop-up:

b. In the text box enter % and then the new cost code, click 'Go':

Search and Select: Department (Sub-Dept)

Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Department (Sub-Dept) ▾] %G917   Go

Results

Select	Quick Select	Department (Sub-Dept)	Location
○	📋	[G917	G006A West Glasgow ACH

About this Page

Cancel   Select

c. Select 'Quick Select'

6. **If you require to re-enter position details, select the magnifying glass beside 'Post Descriptor'**

Change Job and Terms: Assignment

Cancel   Save For Later   Back   Next

Effective Date 31-03-2019

Employee Name
Organization Email Address

Manager

Incremental date
Group Code

Employee Number
Organization

Position
Pay Number
Pay Division
Pay Point

* Indicates required field

Department (Sub-Dept)

If Changing Department, Remember to Update Cost Centre details in Change Cost Centre Section

* Department (Sub-Dept) [G917   ] 🔍
Address Line 1 Dalnair Street
Address Line 2 Glasgow
Post Code G3 8SJ
Country United Kingdom

Position

* Position   SG9990217838   🔍

Job

* Post Descriptor [   ] 🔍

Grade

Grade Name Band 6.
Ceiling Point
* Grade Point [Point 08   ] 🔍
Click this link to view the Grade Scales

Location

Location G006A West Glasgow ACH   🔍 ⓘ
Address Line 1 Dalnair Street
Address Line 2 Glasgow
Post Code G3 8SJ

a. A new pop up box will appear

b. In the text box enter % and then the job code, click 'Go'

Search and Select: Post Descriptor

Cancel | Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By | Post Descriptor ▾ | %77b6 | Go

Results

Select	Quick Select	Post Descriptor
○	[icon]	77B6.

About this Page

Cancel | Select

c. Select 'Quick Select'

7. **If you require to re-enter position details, select the magnifying glass beside 'Position'**

Change Job and Terms: Assignment

Cancel | Save For Later | Back | Next

Effective Date 31-03-2019

Employee Name | Employee Number
Organization Email Address | Organization
Manager | Position
| Pay Number
Incremental date | Pay Division
Group Code | Pay Point

* Indicates required field

Department (Sub-Dept)

If Changing Department, Remember to Update Cost Centre details in Change Cost Centre Section

* Department (Sub-Dept) | [G917]
Address Line 1 | **Dalnair Street**
Address Line 2 | **Glasgow**
Post Code | **G3 8SJ**
Country | **United Kingdom**

Position

* Position [   ]

Job

* Post Descriptor [77B6.]

Grade

Grade Name | **Band 6.**
Ceiling Point
* Grade Point [Point 08]

Click this link to view the Grade Scales

Location

Location [G006A West Glasgow ACH]
Address Line 1 | **Dalnair Street**
Address Line 2 | **Glasgow**
Post Code | G3 8SJ

a. A new pop up box will appear

b. In the text box enter % then click 'Go' (this should bring up any relevant positions aligned to the cost code and post descriptor)

c. Select 'Quick Select'

If there is no position available this will mean that a position needs to be created before you can progress any further, therefore please contact eESS@ggc.scot.nhs.uk to request this.

8. **Click 'Next'**

If a warning message appears, ignore this and click next again (as per step 8 above).

9. **Update pay division/ group code/ pay point details**

Change Job and Terms: Other Employment Information

Cancel   Save For Later   Back   Next

Effective Date 31-03-2019

Employee Name   Employee Number
Organization Email Address   Organization

Manager   Position
                                                 Pay Number
Incremental date   Pay Division
Group Code   Pay Point

Enter or change any details below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.
* Indicates required field

Assignment Info

Pay Number
Staff Group
Job Description
Incremental date 14-02-2020
Pay Division 77
Group Code CD
Pay Point 35
**Standard Basic Hours
Weekly Payroll Justification

WTR opt-out date
WTR opt-out review date
On-call indicator
On-call effective date
Temporary Change Notes
Term Time Worker
Term Time Weeks Worked
iMatter Team Name
iMatter Manager Name

**Standard Basic Hours will normally be blank; this should only be completed in instances where the hours are different from their contract hours; advice should be sought from payroll in these instances

Cancel   Save For Later   Back   Next

10. **Click 'Next'**

11. **Review changes made, identifiable by blue dot, click 'Submit'**

Change Job and Terms: Review

Cancel   Printable Page   Save For Later   Back   Submit

Effective Date 31-03-2019

Employee Name   Employee Number
Organization Email Address   Organization

Manager   Incremental date
Pay Number   Group Code
Pay Division
Pay Point

If Applicable, Remember to Update Cost Centre details in Change Cost Centre Section
Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

Other Employment Info

	Current	Proposed
Pay Number	G9858916	G9858916
Incremental date	14-02-2020	14-02-2020
Pay Division	77	78 ○
Group Code	CD	CD
Pay Point	35	34 ○

12. **You will then receive a confirmation message that the Change Job and Terms transaction has been submitted which will then sent to your line manager for approval.**

Confirmation

Your changes have been submitted for approval.

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13. **Click Home**

PART 2: Updating Costings: Change Cost Centre

1. Click on 'Change Cost Centre'

2. Select employee from hierarchy to whom transaction applies and click 'Action'

3. Change Effective Date to the day of the transfer, click 'Continue'
   *Type in the effective date **or** use the calendar function*

4. If there are Actions Awaiting Your Attention select Start under Selected Action

5. Select magnifying glass beside Cost Code information:

Change Cost Centre: Assignment Costing

Cancel | Back | Next

Effective Date 10-04-2019

Employee Name   Employee Number
Organization Email Address   Organization

                              Job   Manager
                                                   Pay Number
                    Incremental date   Pay Division
                        Group Code   Pay Point

Assignment Costing Allocation: This will be sent over the payroll interface

*Proportion
(%) *Cost Codes

| 100 | G917   .77B7..................... | 📇 |

Main Cost Centre Code.Main Job Code.Main Account Code.Reallocation1 Cost Centre.Reallocation1 Job Code.Reallocation1 Account Code.Reallocation1 %.Reallocation2 Cost Centre.Reallocation2 Job Code.Realllocation2

Cancel | Back | Next

a. A new pop up page will appear:

Search and Select: Cost Codes

Cancel | Select

Search

* Main Cost Centre Code   G9174
        Main Job Code
    Main Account Code   77B7
Reallocation1 Cost Centre
Reallocation1 Job Code
Reallocation1 Account Code
Reallocation1 %
Reallocation2 Cost Centre
Reallocation2 Job Code
Realllocation2 Account Code
Reallocation %
Reallocation3 Cost Centre
Reallocation3 Job Code
Reallocation3 Account Code
Reallocation4 Cost Centre

b. Change Main Cost Centre Code by overwriting the existing information or
    using the Search icon (magnifying glass function).

c. Change Main Account Code (only requires to be changed if post/ band has
    changed) by overwriting the existing information or using the Search icon
    (magnifying glass function).

Search and Select: Cost Codes

Cancel | Select

Search

* Main Cost Centre Code   G91741
        Main Job Code
    Main Account Code   77B7
Reallocation1 Cost Centre
Reallocation1 Job Code
Reallocation1 Account Code
Reallocation1 %
Reallocation2 Cost Centre
Reallocation2 Job Code
Realllocation2 Account Code
Reallocation %
Reallocation3 Cost Centre
Reallocation3 Job Code
Reallocation3 Account Code
Reallocation4 Cost Centre

d. When updated click, scroll to bottom of the pop up page and click 'Create'

e. Scroll back down to bottom of page and click the select button to select the new code combination

f. Click 'Select'

6. Current information is now shown, click 'Next'

7. Old information is shown, please ignore this.

Change Cost Centre: Assignment Costing

                                                                              Cancel   Back   Submit

Effective Date 10-04-2019

Employee Name   Employee Number
Organization Email Address   Organization

Job   Manager
                                                            Pay Number
Incremental date   Pay Division
Group Code   Pay Point

Updated Cost Codes: This will be sent over the payroll interface

Mode	Current Proportion (%)	Proposed Proportion (%)	Current Cost Codes
Update	100	100	G917 .77B7......................
			Main Cost Centre Code.Main Job Code.Main Account Code.Reallocation1 Cost Centre.Reallocation1 Job Code.Reallocation1 Account Code.Reallocation1 %.Reallocation2 Cost Centre.Reallocation2

New Cost Codes

Proportion (%)	Cost Codes	Start Date	End Date
There are no new cost allocations.			

                                                                              Cancel   Back   Submit

8. Click 'Submit'

9. You will then receive a confirmation message that the part 2 transaction has been submitted which will then sent to your line manager for approval.

Confirmation

Your changes have been submitted for approval.

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10. Click Home