# Paternity Leave – Standard Operating Procedure

## Part 1 – Employee Self Service

Employee should submit paternity request through Employee Self Service. If the employee does not have access please refer to Manager Self Service Option 2 (page4).

*Please ensure that all fields are fully completed before submitting.*

Navigate to **NHSS \*Employee\* Self Service** on the left hand side of the screen

*(Variations* ***NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)***

1. Click  to expand the folder and click **Paternity Leave**

2. Click **Add** for a new recordor **Update** to amend existing record

3. Enter the following information, using the date fields;

**a. Expected Week of Childbirth (EWC)**, you must choose Sunday before expected date of child birth otherwise the transaction will fail the business rules.

**b. Chosen Leave Date/Paternity Start Date (**this will then auto-populate **Latest Return Date** and **Actual Leave Date**

**c. Expected Date of Childbirth** (this should be taken from MATB1 form)

**d. Actual Leave Date/Paternity Start Date** (auto-populates Expected Return Date)

4. Click **Apply**

5. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

6. You can attach a scanned copy of your MATB1 form by:

**a**. Click **Add** under additional information

**b.** Enter **Title** and **Description**

**c.** Select **file type** (File, URL or Text)

**d.** Select **Browse**

**e.** Choose document from selected location

**f.** Select **Apply**

*Please ensure that you provide your manager sight of the original MATB1 form.*

9. Review changes and click **Submit** (this will send a notification to the appropriate manager for approval)

10. Click **Home** to return to your home page.

11. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to your line manager for approval. You can also view the request status under **Actions Awaiting Your Attention**.

**A Paternity Leave record will now be created and viewable via self service once the transaction has been approved by both the appropriate manager and HR.**

## Part 2 – Manager Self Service

**Employee has submitted request through eESS Self Service**

The record requires to be requires to be completed via manager self service for any employees who do not have access to eESS or to add further information (date MATB1 received or actual return to work date).

*Please ensure that all fields are fully completed before submitting.*

Navigate to **NHSS \*Manager\* Self Service**

*(Variations* ***NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)***

1. Click  to expand the folder and click **Paternity Leave**

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

3. Click **Update**

4. Enter the following information (if not already completed), using the date fields;

a. **Expected Week of Childbirth (EWC),** choose Sunday before Expected Date of Childbirth otherwise the transaction will fail the business rules. This auto-populates:

1. **Weeks 15 to Expected Week of Childbirth**

c. **Chosen Leave Date/Paternity Start Date**

d. **Expected Date of Childbirth** (this should be taken from MATB1 form)

e. **Actual Leave Date/Paternity Start Date (**should be the same date as **Chosen Leave Date/ Paternity Start Date).** This auto populates:

1. **Leaving Date Plus 2 Weeks (End of Paternity Leave)** and,
2. **Expected Return Date.**

 f. **Actual Return to Work Date** (when known – this will require you to update this date once the employee is returning to work)

g. **Application for Received** (leave blank)

h. **MAT B1 Form Received** *Please ensure that you receive and check the original MATB1 form.*

5. Click **Apply**,

6. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

7. You can attach a scanned copy of the MATB1 form by:

a. Click **Add** under additional information

b. Enter **Title** and **Description**

c. **Select** file type (File, URL or Text)

d. Select **Browse**

e. Choose document from selected location

8. Select **Apply**

9. Click **Submit**, changes will be sent for HR Support and Advice Unit for approval

10. Click **Home**

11. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to HR Support and Advice Unit for approval. You can also view the request status under **Actions Awaiting Your Attention**.

12. Please ensure that you also update SSTS with the requested dates for paternity leave.

**Please note:** Once HR receive the request, update the entitlement tab and approve, employee and manager will receive confirmation electronically by email advising the entitlements and confirmation of dates will be shown on eESS.