PART 1: Adding Trainee % Details

Navigate to NHSS Manager Self Service

1. Click on ‘Agenda for Change’
2. Select employee from hierarchy to whom transaction applies and click ‘Action’

<table>
<thead>
<tr>
<th>Focus Name</th>
<th>Assignment Number</th>
<th>Job</th>
<th>Department</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Joe</td>
<td>1041234</td>
<td>FSE of OFFICE SERVICES</td>
<td>71A2 OFFICE SERVICES (Sub Dept)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max, Dan</td>
<td>1041236</td>
<td>FSE of OFFICE SERVICES</td>
<td>71A2 OFFICE SERVICES (Sub Dept)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red, Susan</td>
<td>1041238</td>
<td>FSE of OFFICE SERVICES</td>
<td>71A2 OFFICE SERVICES (Sub Dept)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red, Susan</td>
<td>1041238</td>
<td>FSE of OFFICE SERVICES</td>
<td>71A2 OFFICE SERVICES (Sub Dept)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pink, Colin</td>
<td>1041236</td>
<td>FSE of OFFICE SERVICES</td>
<td>71A2 OFFICE SERVICES (Sub Dept)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Click ‘Add’ (if new)

4. Enter the following information, where applicable, using the date fields and lookups;
   a. Assignment Number (use Search icon by selecting magnifying glass icon)
New page will appear as pop-up, click ‘Go’

Select correct assignment, and then select ‘Quick Select’
For entering trainee % the last three fields need to be completed (Trainee % of a salary, Trainee % effective date and Trainee % Ceased Date)

5. Click ‘Apply’

6. Click ‘Next’

7. Review changes made, identifiable by blue dot, click ‘Submit’
8. You will then receive a confirmation message that the part 1 transaction has been submitted which will then sent to your line manager for approval.

9. Click Home

**PART 2: Amending Trainee % Details**

To amend an employee’s details please follow steps 1 and 2 as per Part 1 above.

3. Click ‘Update’ (to amend existing record)

4. Overwrite information that is to be amended, i.e. changing the Trainee % Ceased Date. Below example has changed Trainee % Ceased Date from 01/04/2020 to 01/06/2020

5. Click ‘Apply’
6. Click on ‘Next’

7. Review changes made, identifiable by blue dot, click ‘Submit’

8. You will then receive a confirmation message that the part 1 transaction has been submitted which will then sent to your line manager for approval.

9. Click Home
PART 3: Changing Salary Point at End of Trainee %

In order to confirm the Payroll Department that the trainee % has ended and the employee is to receive the full salary for the band, please follow the below steps.

Navigate to NHSS Manager Self Service

Oracle Applications Home Page

1. Click ‘Change Job and Terms’

2. Select employee from hierarchy to whom transaction applies and click ‘Action’
3. Change Effective Date to the day after the trainee % ended, click ‘Continue’
   Type in the effective date or use the calendar function

4. Scroll down to Grade Section
5. Change ‘Grade Point’ to 00  
   a. Select magnifying glass icon

6. Delete out existing information, then click ‘Go’

7. Select ‘Quick Select’ for point 00.

8. Updated information will now show on Change Job and Terms page:
9. Click ‘Next’

If a warning message appears, click ‘next again and then click ‘next’ again as there is nothing required to be updated on the second page.

10. Review changes made click ‘Submit’

11. You will then receive a confirmation message that the part 1 transaction has been submitted which will then sent to your line manager for approval.

12. Click Home