

DRAFT Trainee %'s (Agenda for Change Function)

Step-by-Step Guide

PART 1: Adding Trainee % Details

Navigate to NHSS Manager Self Service

Oracle Applications Home Page

The screenshot shows the Oracle Applications Home Page. On the left, there is a navigation menu with various links. The link 'NHSS Manager Self Service, NHS Greater Glasgow & Clyde' is circled in red. Other links include 'All Actions Awaiting Your Attention', 'Absence Management', 'Absence Carried Over', 'Additional Paternity Leave', 'Adoption Leave', 'Agenda for Change', 'Allowances and Deductions', 'Change Job and Terms', 'Change Cost Centre', 'Change Non AFC Personal Salary', 'Doctors in Training', 'Documents of Record', 'Eligibility to Work in the UK', 'Employee Directory', 'Job Plans', 'Keeping In Touch Days', 'Maternity Leave', 'Medical & Dental', 'My Employee Job Information', 'NHSS Assets Issued', 'Occupational Health Passport', and 'Other Non-NHS Employment'. On the right, there is a 'Worklist' section with a 'Full List' button and a table with columns: From, Type/Subject, Sent, and Due.

1. Click on 'Agenda for Change'

The screenshot shows the Oracle Applications Home Page with the 'Agenda for Change' link circled in red in the navigation menu. The right-hand side of the page shows a 'Worklist' section with a 'Full List' button and a table with columns: From, Type/Subject, Sent, and Due. At the bottom, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

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. Click 'Add' (if new)

Agenda for Change: Extra Information

Employee Name: _____ Organization Email Address: _____
Employee Number: _____ Business Group: NHS Greater Glasgow & Clyde

Click Update or Add to make changes to the sections 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.

Agenda for Change

Select Object:

Select Status	Assignment Number	CAJE Reference	Foundation Gateway Date	Second Gateway Date	AFC Annexes	AFC Effective renew dates	Rota Type	Rota Number	Clinical Nurse Specialty area	Clinical Nurse Specialty area (other)	CNS Specialist area (other)	Specialty WTE	Specialty Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Practice Salary	Trainee % Effective Date	Trainee % Ceased Date
<input type="radio"/>																		

4. Enter the following information, where applicable, using the date fields and lookups;

- a. Assignment Number (use Search icon by selecting magnifying glass icon)

Agenda for Change

Employee Name: _____ Organization Email Address: _____
Employee Number: _____ Business Group: NHS Greater Glasgow & Clyde

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number

CAJE Reference

Foundation Gateway Date

Second Gateway Date

AFC Annexes

AFC Effective renew dates

Rota Type

Rota Number

Clinical Nurse Specialty

Clinical Nurse Specialty area

CN Specialist area (other)

CNS Specialty WTE

Consultant NMAHP

Consultant NMAHP Specialty

Advance Practice

Trainee % of a Salary

Trainee % Effective Date

Trainee % Ceased Date

New page will appear as pop-up, click 'Go'

Search and Select: Assignment Number 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 Assignment Number Go

Results

Select	Quick Select	Assignment Number	From Date	To Date	Organization	Post	Job
No search conducted.							

[About this Page](#)

Select correct assignment, and then select 'Quick Select'

Search and Select: Assignment Number 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 Assignment Number Go

Results

Select	Quick Select	Assignment Number	From Date	To Date	Organization	Post	Job
<input type="radio"/>		10412356	06-11-2017	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES 123990	71A4 OFFICE SERVICES
<input type="radio"/>		10412356-2	14-03-2019	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES123400	71A3 OFFICE SERVICES

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For entering trainee % the last three fields need to be completed (Trainee % of a salary, Trainee % effective date and Trainee % Ceased Date)

Agenda for Change

Employee Name
Employee Number

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number

CAJE Reference

Foundation Gateway Date

Second Gateway Date

AFC Annexes

AFC Effective renew dates

Rota Type

Rota Number

Clinical Nurse Specialty

Clinical Nurse Specialty area

CN Specialist area (other)

CNS Specialty WTE

Consultant NMAHP

Consultant NMAHP Specialty

Advance Practice

Trainee % of a Salary

Trainee % Effective Date

Trainee % Ceased Date

Cancel Apply

5. Click 'Apply'

6. Click 'Next'

Agenda for Change: Extra Information

Employee Name
Employee Number

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

Click Update or Add to make changes to the sections 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.

Agenda for Change

Select Object: Delete Update Add

Select Status	Assignment Number	CAJE Reference	Foundation Gateway Date	Second Gateway Date	AFC Annexes	AFC Effective renew dates	Rota Type	Rota Number	Clinical Nurse Specialty	Clinical Nurse Specialty area	CN Specialist area (other)	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Salary	Trainee % Effective Date	Trainee % Ceased Date
<input type="radio"/> New																60	01-04-2019	31-03-2020

Cancel Save For Later Back Next

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

Agenda for Change: Review

Employee Name
Employee Number

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

Review your changes and, if needed, attach supporting documents.
● Indicates Changed Items.

Agenda for Change : The following fields will be sent over the payroll interface; Assignment Number; Clinical Nurse Specialty; Trainee % of a Salary; Trainee % Effective Date; Trainee % Ceased Date - Please refer to local business processes for other fields.

Agenda for Change

Proposed	
Assignment Number	
Trainee % of a Salary	60
Trainee % Effective Date	01-04-2019
Trainee % Ceased Date	31-03-2020

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

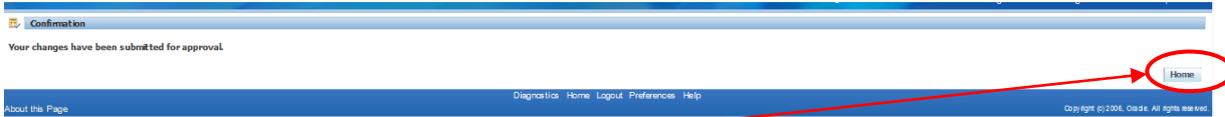
None Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
---------	---------	----------	---------------	----------	----------	--------	--------

Cancel Printable Page Save For Later Back Submit

- 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.

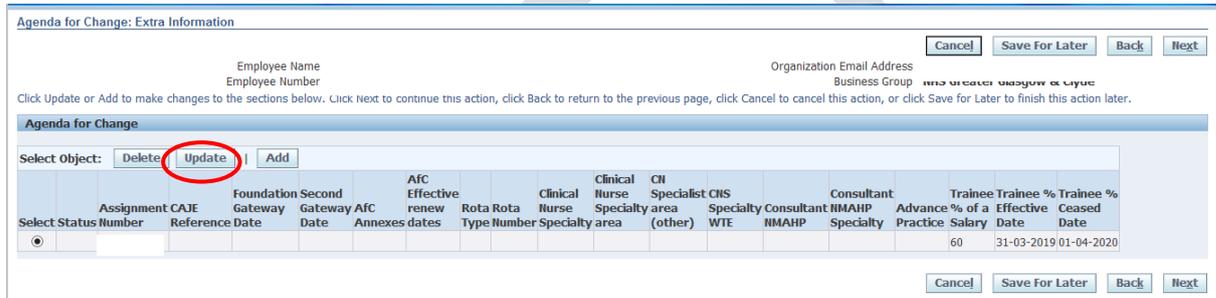


- Click Home

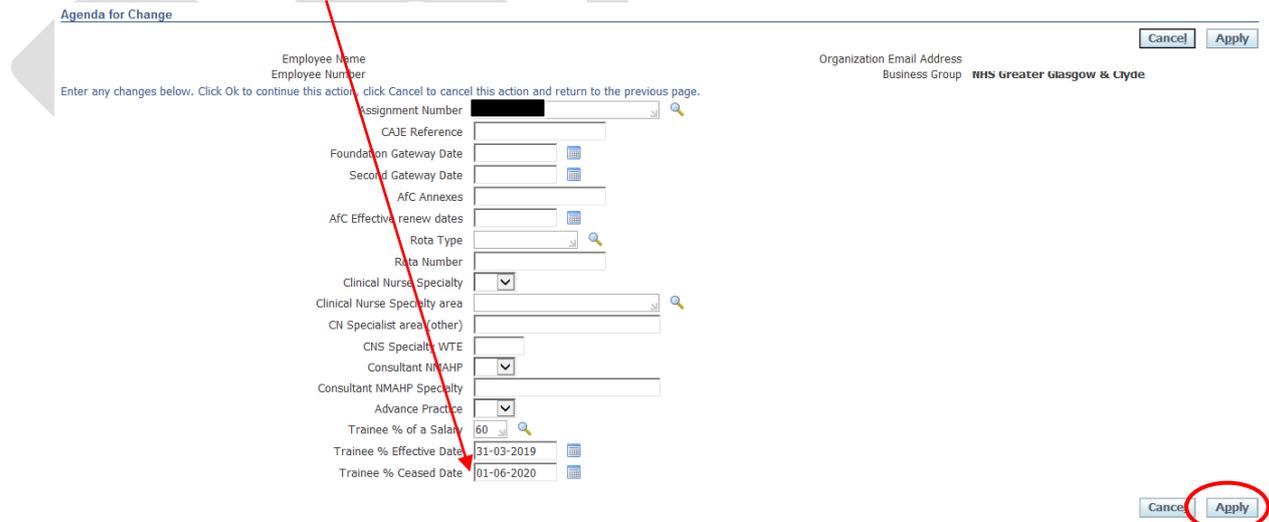
PART 2: Amending Trainee % Details

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

- Click 'Update' (to amend existing record)



- 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



- Click 'Apply'

6. Click on 'Next'

Agenda for Change: Extra Information

Employee Name
Employee Number

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

Click Update or Add to make changes to the sections 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.

Agenda for Change

Select Object: |

Select Status	Assignment Number	CAJE Reference Date	Foundation Gateway Date	Second Gateway Date	AFC Annexes dates	AFC Effective renew	Rota Type	Rota Number	Clinical Nurse Specialty	Clinical Nurse Specialty area	CN Specialist (other)	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Traine % of a Salary	Traine % Effective Date	Traine % Ceased Date
<input checked="" type="radio"/> Updated																60	31-03-2019	01-06-2020

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

Agenda for Change: Review

Employee Name
Employee Number

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

Review your changes and, if needed, attach supporting documents.
ⓘ Indicates Changed Items.

Agenda for Change : The Following fields will be sent over the payroll interface; Assignment Number; Clinical Nurse Specialty; Traine % of a Salary; Traine % Effective Date; Traine % Ceased Date - Please refer to local business processes for other fields.

Agenda for Change

Current	Proposed
Assignment Number	
Traine % of a Salary 60	60
Traine % Effective Date 31-03-2019	31-03-2019
Traine % Ceased Date 01-04-2020	01-06-2020 ⓘ

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.

Confirmation

Your changes have been submitted for approval.

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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

The screenshot shows the Oracle Applications Home Page. On the left, there is a navigation menu with various links. The link 'NHSS Manager Self Service, NHS Greater Glasgow & Clyde' is highlighted with a red circle. Other visible links include 'All Actions Awaiting Your Attention', 'Absence Management', 'Absence Carried Over', 'Additional Paternity Leave', 'Adoption Leave', 'Agenda for Change', 'Allowances and Deductions', 'Change Job and Terms', 'Change Cost Centre', 'Change Non AFC Personal Salary', 'Doctors in Training', 'Documents of Record', 'Eligibility to Work in the UK', 'Employee Directory', 'Job Plans', 'Keeping In Touch Days', 'Maternity Leave', 'Medical & Dental', 'My Employee Job Information', 'NHSS Assets Issued', 'Occupational Health Passport', and 'Other Non-NHS Employment'. On the right, there is a 'Worklist' section with a 'Full List' button and a table with columns: From, Type, Subject, Sent, and Due.

1. Click 'Change Job and Terms'

The screenshot shows the Oracle Applications Home Page. On the left, there is a navigation menu. The link 'Change Job and Terms' is highlighted with a red circle. Other visible links include 'All Actions Awaiting Your Attention', 'Absence Management', 'Absence Carried Over', 'Additional Paternity Leave', 'Adoption Leave', 'Agenda for Change', 'Allowances and Deductions', 'Change Cost Centre', 'Change Non AFC Personal Salary', 'Doctors in Training', 'Documents of Record', 'Eligibility to Work in the UK', 'Employee Directory', 'Job Plans', 'Keeping In Touch Days', 'Maternity Leave', 'Medical & Dental', 'My Employee Job Information', 'NHSS Assets Issued', and 'Occupational Health Passport'. On the right, there is a 'Worklist' section with a 'Full List' button and a table with columns: From, Type, Subject, Sent, and Due. At the bottom, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

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	10412356-2	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 after the trainee % ended, 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

Effective Date 25-03-2019

Employee Name Red, Susan
Organization Email Address Susan.Red@ggc.scot.nhs.uk
Job
Incremental date 14-02-2017
Group Code CD

Employee Number
Organization
Manager
Pay Number
Pay Division
Pay Point

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

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.

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

Back Continue

Back Continue

4. Scroll down to Grade Section

Effective Date 28-03-2019

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) [Redacted]

Address Line 1 Dalnair Street
Address Line 2 Glasgow
Post Code G3 8SJ
Country United Kingdom

Position

* Position [Redacted]

Job

* Post Descriptor [Redacted]

Grade

Grade Name Band 6.
Ceiling Point
* Grade Point Point 08

[Click this link to view the Grade Scales](#)

5. Change 'Grade Point' to 00
a. Select magnifying glass icon

Grade

Grade Name **Band 6.**
Ceiling Point
* Grade Point 

[Click this link to view the Grade Scales](#)

6. Delete out existing information, then click 'Go'

Search and Select: Grade Point 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

Results

Select	Quick Select	Spinal Point	Step	Rate	Value
<input type="radio"/>		Point 08	9	Band 6	37010

[About this Page](#) Cancel Select

7. Select 'Quick Select' for point 00.

Search and Select: Grade Point 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

Results

Select	Quick Select	Spinal Point	Step	Rate	Value
<input type="radio"/>		Point 00	1	Band 6	28050
<input type="radio"/>		Point 01	2	Band 6	28748
<input type="radio"/>		Point 02	3	Band 6	29905
<input type="radio"/>		Point 03	4	Band 6	30820
<input type="radio"/>		Point 04	5	Band 6	31896
<input type="radio"/>		Point 05	6	Band 6	32974
<input type="radio"/>		Point 06	7	Band 6	34050
<input type="radio"/>		Point 07	8	Band 6	35261
<input type="radio"/>		Point 08	9	Band 6	37010

8. Updated information will now show on Change Job and Terms page:

Grade

Grade Name **Band 6.**
Ceiling Point
* Grade Point 

[Click this link to view the Grade Scales](#)

9. Click 'Next'

Change Job and Terms: Assignment

Effective Date 28-03-2019

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) [Redacted]
Address Line 1 Dalnair Street
Address Line 2 Glasgow
Post Code G3 8SJ
Country United Kingdom

Position

* Position [Redacted]

Job

* Post Descriptor [Redacted]

Buttons: Cancel, Save For Later, Back, 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'

Change Job and Terms: Review

Effective Date 28-03-2019

Employee Name
Organization Email Address
Manager
Pay Number
Pay Division
Pay Point

Employee Number
Organization
Incremental date
Group Code

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.

Assignment: The Following fields will be sent over the payroll interface :- Department (Sub-Dept); Position; Post Descriptor; Grade Point; Location; Pay Frequency; Contracted Hours; Contract Type; Pay Number; Staff Group; Job Description; Incremental Date; Pay Division; Group Code; Pay Point; Standard Basic Hours; Weekly Payroll Justification; Temporary Change Notes (with associated change) : Please refer to local business processes for other fields.

	Current	Proposed
Pay Number	[Redacted]	[Redacted]
Incremental date	[Redacted]	[Redacted]
Pay Division	[Redacted]	[Redacted]
Group Code	[Redacted]	[Redacted]
Pay Point	[Redacted]	[Redacted]
Department	[Redacted]	[Redacted]
Job	[Redacted]	[Redacted]
Position Name	[Redacted]	[Redacted]
Location	[Redacted]	[Redacted]
Grade Name	[Redacted]	[Redacted]
Pay Frequency	[Redacted]	[Redacted]
Accrual Plan	[Redacted]	[Redacted]
Assignment Status	[Redacted]	[Redacted]

Buttons: Cancel, Printable Page, Save For Later, Back, 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.

Confirmation

Your changes have been submitted for approval.

Buttons: Home

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12. Click Home