# DRAFT Terminating an Assignment – Step-by-Step Guide

## Please note this process should be used when the employee has two posts, i.e. a substantive and a bank post.

**Please ensure that Part 1 and Part 2 are completed otherwise the termination will not progress to Payroll.**

## PART 1 – Termination

**Navigate to NHSS Manager Self Service**



1. **Click ‘Termination’**



1. **Select employee from hierarchy to whom transaction applies and click ‘Action’**



Pink, Colin

Red, Susan

Red, Susan

Blue, Dan

Brown, Joe

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

71A4 OFFICE SERVICES

71A3 OFFICE SERVICES

71A3 OFFICE SERVICES

71A2 OFFICE SERVICES

71A2 OFFICE SERVICES

10412348

10412367

10412356-2

1041234

10412356

Smith, Robert

**3. Choose appropriate employment**

1. *If the below warning message displays contact* *eESS@ggc.scot.nhs.uk* *as the post you are trying to terminate as set as the ‘primary’ post and this needs to be changed by eESS Support Team before you can progress.*

**

1. **Change Effective Date to the day after the termination date, click ‘Continue’**

*Type in the effective date* ***or*** *use the calendar function*

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Susan.Red@ggc.scot.nhs.uk

Sus

Red, Susan

Sus

1. **Scroll down to Assignment Status change (half way down the page) from Active Assignment to Terminate Assignment**

|  |  |
| --- | --- |
|  |  |

1. **Click ‘Next’ (bottom or top right hand)**

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*If a warning message appears, ignore this and click ‘Next’ again*

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

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1. **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.**

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## PART 2 – Termination: Assignment

**Navigate to NHSS Manager Self Service**

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*\*\* Before Proceeding you need to work out undertaken annual leave/public holidays \*\**

1. **Click ‘Termination-Assignment’**

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1. **Select employee from hierarchy to whom transaction applies and click ‘Action’**

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G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

71A4 OFFICE SERVICES

71A3 OFFICE SERVICES

71A3 OFFICE SERVICES

71A2 OFFICE SERVICES

71A2 OFFICE SERVICES

10412348

10412367

10412356-2

10412356

1041234

Blue, Dan

Red, Susan

Pink, Coln

Red, Susan

Smith, Robert

Brown, Joe

**3. Click ‘Add’**

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**4. Enter the following information, using the date fields and lookups:**

*\*Indicates mandatory field*

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



New page will appear as pop-up, click ‘Go’



Select correct assignment to be terminated, then select ‘Quick Select’



71A4 OFFICE SERVICES

71A3 OFFICE SERVICES

G12345 OFFICE DEPARTMENT (Sub-Dept)

G12345 OFFICE DEPARTMENT (Sub-Dept)

ADMIN SERVICES123400

ADMIN SERVICES 123990

10412356

10412356-2

1. Payroll Number (Select from LOV *(list of values)*)

|  |
| --- |
| 10412356 |

1. Date of Leaving (actual last day, including any outstanding A/L)
2. \*Leaving Reason

*Please refer to SOP to ensure correct combination of Leaving Reason and Leaving Destination is used.* <https://www.eess.nhs.scot/wp-content/uploads/ManagerSelfService/REF228-MSS-Termination-Assignment-v.1.3.pdf>

1. \*Leaving Destination

*Please refer to SOP to ensure correct combination of Leaving Reason and Leaving Destination is used.* <https://www.eess.nhs.scot/wp-content/uploads/ManagerSelfService/REF228-MSS-Termination-Assignment-v.1.3.pdf>

f. Undertaken annual leave (hours)

 *\*\* N.B The number of hours owed must be added to the Date Paid To field\*\* for example if the date paid to is 31st August but they employee is owed 15 hours in undertaken annual leave the Date Paid To would change by an additional two days*

1. Overtaken annual leave (hours)

h. Undertaken public holidays (hours)

 *\*\* N.B The number of hours owed must be added to the Date Paid To field\*\* for example if the date paid to is 31st August but they employee is owed 15 hours in undertaken annual leave the Date Paid To would change by an additional two days*

1. Overtaken public holidays (hours)

j. \*Date Paid To (normally actual last day)

*\*\* See undertaken annual leave notes below\*\**

k. \*Last Day of Working (normally actual last day)

l. Payment in lieu of notice (weeks)

m. Moneys to be re-paid £ (e.g. educational sponsorship)

n. Forwarding Address

o. Date of Pension Form Issued

p. Note

q. Date form sent to SPPA

**Example of Completed Assignment Termination:**



G11118X

10412356

**5. Click ‘Apply’, then click ‘Next’**

**6. Review changes and click ‘Submit’**



1. **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.**

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1. **Click Home**