

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 NHSSGG&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

Oracle Applications Home Page

Worklist			
Full List			
From	Type/Subject	Sent	Due

1. Click on 'Change Job and Terms'

Worklist			
Full List			
From	Type/Subject	Sent	Due

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
 ✓ 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. 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

Effective Date 25-03-2019

Employee Name
Organization Email Address
Job
Incremental date
Group Code

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

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

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.

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

Change Job and Terms: Assignment

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 [5G9990217838] 

Job

* Post Descriptor [7786.0] 

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**

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

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)] []

Results

Previous 1-25 Next 25

Select	Quick Select	Department (Sub-Dept)	Location
<input type="radio"/>		A&A NES PGME posts (Dept)	
<input type="radio"/>		A&A NES PGME posts (Dir)	
<input type="radio"/>		A&A NES PGME posts (Div/CHP)	
<input type="radio"/>		ACUTE - CORPORATE (Div/CHP)	G115B Regent Gardens Surgery
<input type="radio"/>		ACUTE ASSESSMENT (Dept)	G405H Queen Elizabeth University Hospital
<input type="radio"/>		ACUTE ASSESSMENT (Dir)	G055A Payroll Services
<input type="radio"/>		ACUTE DIVISION I & E	G405H Queen Elizabeth University Hospital
<input type="radio"/>		ACUTE SERVICES (Dept)	G513H Royal Hospital for Children

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
<input type="radio"/>		[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 : Employee Number
 Organization Email Address : Organization
 Manager : Position
 Incremental date : Pay Number
 Group Code : 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 [5G9990217838]

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 pull-down list and enter a value in the text field, then select the "Go" button.

Search By Post Descriptor [v] %77b6 Go

Results

Select	Quick Select	Post Descriptor
<input type="radio"/>		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
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) [C917]

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)

Search and Select: Position

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	Position
<input type="radio"/>		SG9990217838

[About this Page](#)

Cancel Select

- 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'

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)

Address Line 1 **Dalnair Street**
Address Line 2 **Glasgow**
Post Code **G3 8S3**
Country **United Kingdom**

Position

* Position

Job

* Post Descriptor

Grade

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

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

Location

Location

Address Line 1 **Dalnair Street**
Address Line 2 **Glasgow**
Post Code **G3 8S3**

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

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

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.**

Buttons: Cancel, Save For Later, Back, Next

10. Click 'Next'

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

Change Job and Terms: Review

Effective Date 31-03-2019

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.

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 ●

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

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.

Buttons: Home

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13. Click Home

PART 2: Updating Costings: Change Cost Centre

1. Click on 'Change Cost Centre'

The screenshot shows the eESS navigation menu on the left. The item 'Change Cost Centre' is circled in red. On the right, there is a table with columns 'From', 'Type/Subject', 'Sent', and 'Due'. Below the table, 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. 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

Effective Date 25-03-2019

Employee Name
Organization Email Address
Job
Incremental date
Group Code

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
(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

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

Effective Date 10-04-2019

Employee Name
Organization Email Address

Employee Number
Organization

Job
Manager

Incremental date
Group Code

Pay Number
Pay Division
Pay Point

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

*Proportion (%)	*Cost Codes
100	G9177 .77B7.....

Main Cost Centre Code, Main Job Code, Main Account Code, Reallocation 1 Cost Centre, Reallocation 1 Job Code, Reallocation 1 Account Code, Reallocation 1 %, Reallocation 2 Cost Centre, Reallocation 2 Job Code, Reallocation 2 Account Code, Reallocation 2 %

a. A new pop up page will appear:

Search and Select: Cost Codes

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

Reallocation2 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

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

Reallocation2 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'

This screenshot shows a form with multiple input fields for reassignment details, including Job Code, Account Code, and percentages for levels 4, 5, and 6. At the bottom, there is a 'Results' section with a 'Create' button circled in red. Below the 'Create' button is a 'Select Code Combination' section with a radio button and the text 'G917 ..77B7.....'. At the very bottom of the form are 'Cancel' and 'Select' buttons.

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

This screenshot is similar to the previous one but shows the 'Select Code Combination' section with a radio button and the text '010101..77B7.....'. The 'Select' button at the bottom right is circled in red. A red arrow points from the 'Create' button in the previous screenshot to this 'Select' button.

f. Click 'Select'

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

This screenshot shows a summary page titled 'Change Cost Centre: Assignment Costing'. It displays various fields for employee information such as 'Employee Name', 'Organization Email Address', 'Employee Number', and 'Organization'. At the top right, there are 'Cancel', 'Back', and 'Next' buttons, with the 'Next' button circled in red. Below the summary is a section titled 'Assignment Costing Allocation: This will be sent over the payroll interface'. Underneath, there is a table with columns for 'Proportion (%)' and 'Cost Codes'. The 'Cost Codes' column contains the text '010101..77B7.....' and is circled in red. A red arrow points from the 'Next' button in the previous screenshot to this 'Next' button.

7. Old information is shown, please ignore this.

Change Cost Centre: Assignment Costing

Effective Date 10-04-2019

Employee Name
Organization Email Address
Job
Incremental date
Group Code

Employee Number
Organization
Manager
Pay Number
Pay Division
Pay Point

Cancel Back **Submit**

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

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

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.

Home

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10. Click Home