



# DRAFT Internal Transfer (Change Cost Centre & Change Job and Terms)

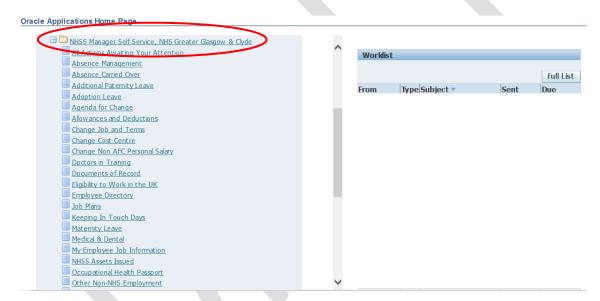
### **Step-by-Step Guide**

Please note this process should be used when the employee is moving to another department/ service within NHSGG&C. A termination should not be completed.

Please ensure that Part 1 <u>and</u> Part 2 are completed otherwise the transaction will not be fully applied in eESS, ePayroll or SSTS.

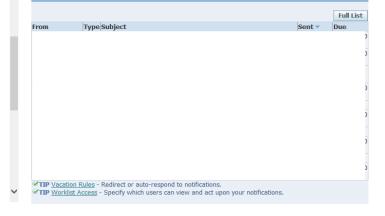
### **PART 1: Updating Department: Change Job and Terms**

#### **Navigate to NHSS Manager Self Service**



1. Click on 'Change Job and Terms'

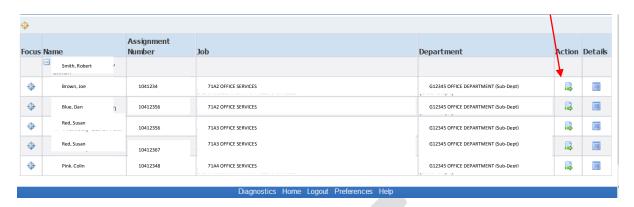




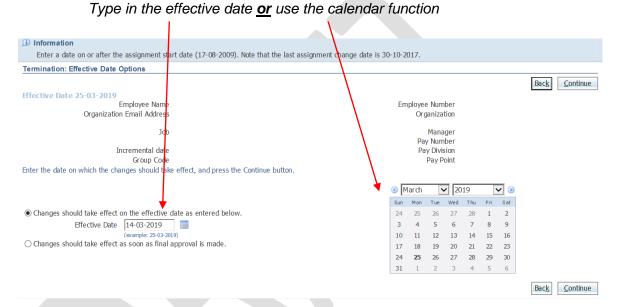




2. Select employee from hierarchy to whom transaction applies and click 'Action'



3. Change Effective Date to the day of the transfer, click 'Continue'

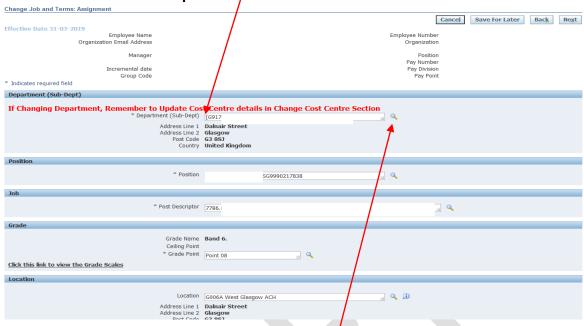


If the employee is not changing their job title, it may be helpful to make a note of the current details under 'Post Descriptor' and 'Position' in-case you need to re-enter this information.

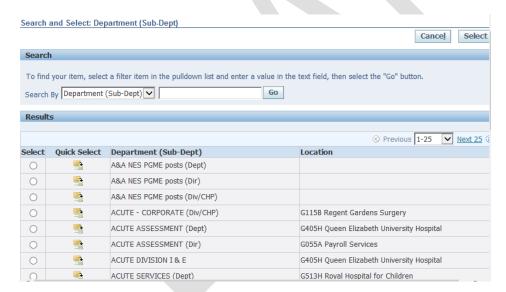




4. The Cost Code and 'Department' details require to be updated. **Delete out current** text in the text box for 'Department'



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



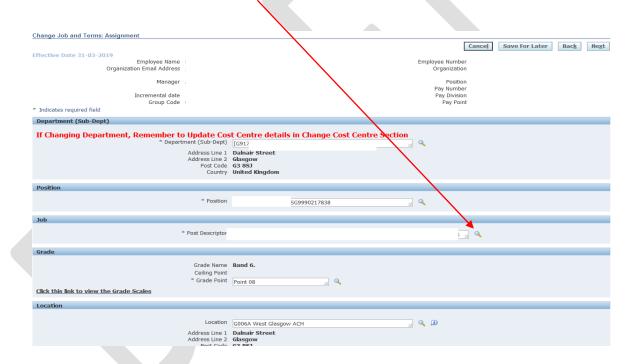




b. In the text box enter % and then the new cost code, click 'Go':



- c. Select 'Quick Select'
- 6. If you require to re-enter position details, select the magnifying glass beside 'Post Descriptor'

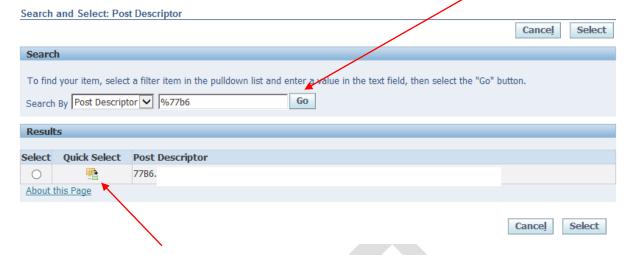


a. A new pop up box will appear

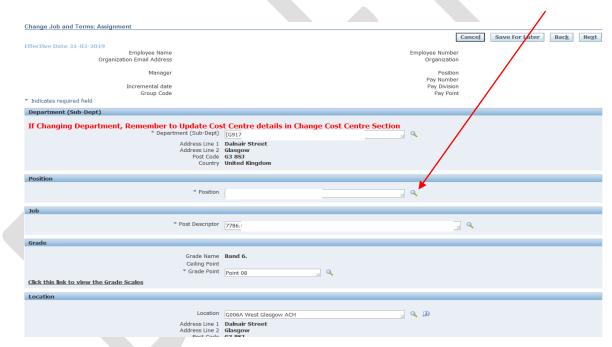




b. In the text box enter % and then the job code, click 'Go'



- c. Select 'Quick Select'
- 7. If you require to re-enter position details, select the magnifying glass beside 'Position'



a. A new pop up box will appear





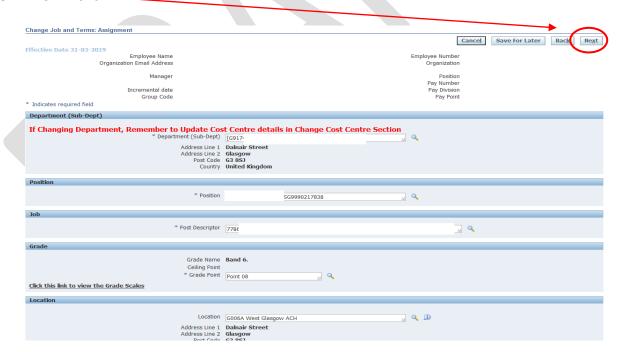
b. In the text box enter % then click 'Go' (this should bring up any relevant positions aligned to the cost code and post descriptor)



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 <u>eESS@gqc.scot.nhs.uk</u> to request this.

8. Click 'Next'-

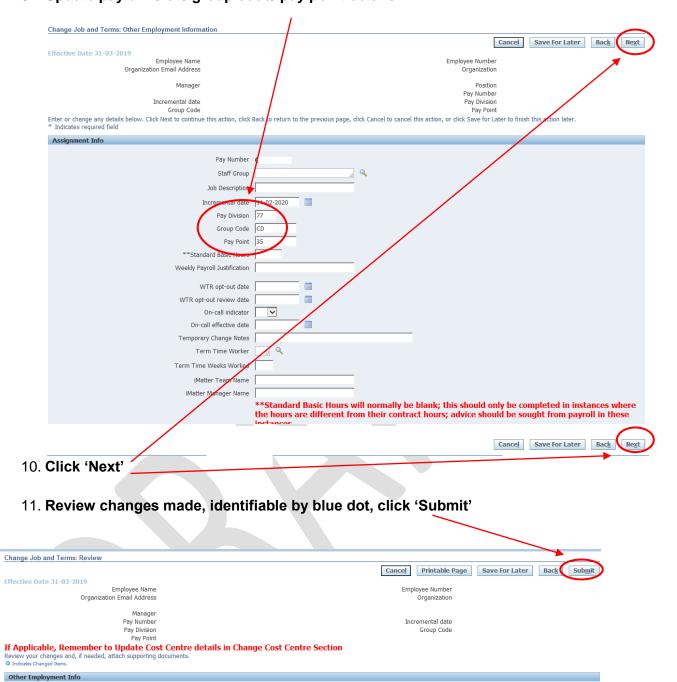


If a warning message appears, ignore this and click next again (as per step 8 above).





9. Update pay division/ group code/ pay point details



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.

14-02-2020



Incremental date 14-02-2020

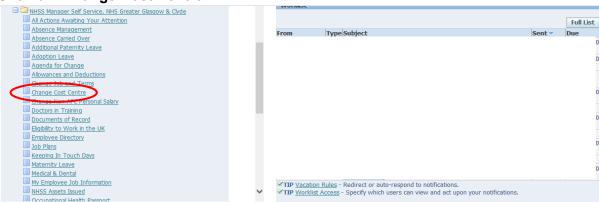
Pay Division 77
Group Code CD
Pay Point 35





## **PART 2: Updating Costings: Change Cost Centre**

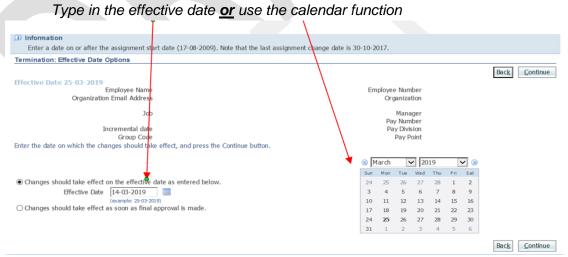
1. Click on 'Change Cost Centre'



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



3. Change Effective Date to the day of the transfer, click 'Continue'



4. If there are Actions Awaiting Your Attention select Start under Selected Action



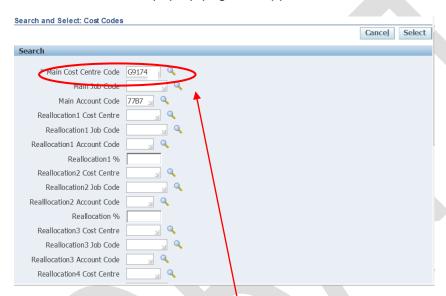


Cancel Back Next

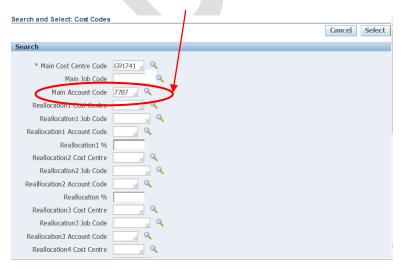
5. Select magnifying glass beside Cost Code information:



a. A new pop up page will appear:



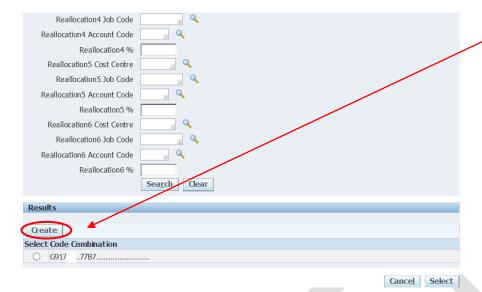
- b. Change Main Cost Centre Code by overwriting the existing information or using the Search icon (magnifying glass function).
- c. Change Main Account Code (only requires to be changed if post/ band has changed) by overwriting the existing information or using the Search icon (magnifying glass function).



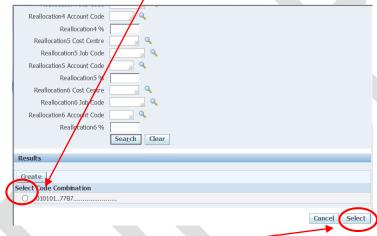




d. When updated click, scroll to bottom of the pop up page and click 'Create'



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



f. Click 'Select'

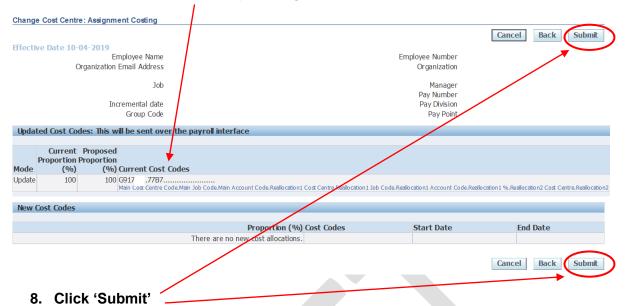
6. Current information is now shown, click 'Next'







7. Old information is shown, please ignore this.



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.

