# Maternity Leave – Standard Operating Procedure

## Part 1 – Employee Self Service

**Employee should submit maternity request through Employee Self Service. If the employee does not have access please refer to Manager Self Service Option 2 (page4).**

*Please ensure that all fields are fully completed before submitting.*

Navigate to **NHSS \*Employee\* Self Service** on the left hand side of the screen

*(Variations* ***NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)***

1. Click  to expand the folder and click **Maternity Leave**

2. Click **Add** for a new recordor **Update** to amend existing record

3. Enter the following information, using the date fields;

**a. Expected Week of Childbirth (EWC)**, you must choose Sunday before expected date of child birth otherwise the transaction will fail the business rules.

**b. Chosen Leave Date/Maternity Start Date (**this will then auto-populate Latest Return and Actual Leave dates)

**c. Expected Date of Childbirth** (date should reflect MATB1 date)

4. Indicate **Yes, No** or **Undecided** from the following dropdown menus

**a. Deferring Payment** (if you wish to receive equal payments)

**b. Returning to Work**

5**.** To receive equal payments please add in the amount of weeks you would like to receive equal payments for. *Please note the maximum weeks that can be entered are 52 and equal payments are not applicable during the first 6 weeks of maternity leave and are only applicable to Occupational Maternity Leave.*

6. Click **Apply**

7. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

8. You can attach a scanned copy of your MATB1 form:

**a**. Click **Add** under additional information

**b.** Enter **Title** and **Description**

**c.** Select **file type** (File, URL or Text)

**d.** Select **Browse**

**e.** Choose document from selected location

**f.** Select **Apply**

*Please ensure that you provide your manager with your original MATB1 form for this to be retained in your personal file.*

### *Please ensure that all fields are fully completed before submitting.*

9. Review changes and ensure that all fields are fully completed before submitting. Once **Submit** is selected (this will send a notification to the appropriate manager for approval)

10. Click **Home** to return to your home page.

11. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to your line manager for approval. You can also view the request status under **Actions Awaiting Your Attention**.

**Please note: A Maternity Leave record will now be created and viewable via self service once the transaction has been approved by both the appropriate manager and HR. HR Support and Advice Unit will confirm entitlements upon received the submission from manager and the transition will then process to Payroll Department.**

## Part 2 – Manager Self Service – Option 1

## To be used for employees submitting request through eESS Self Service

Upon receiving notification via Manager Self Service of maternity submission, appropriate the manager needs to confirm dates and pay entitlements.

*Please ensure that all fields are fully completed before submitting.*

Navigate to **NHSS \*Manager\* Self Service**

*(Variations:* ***NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)***

1. Click  to expand the folder and click **Maternity Leave**

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

3. Click **Update –** *some information should already be populated by employee using employee self service.*

4. Review the following information ensuring it is reflective of the MATB1 details and requested leave start date is accurate and does not start after expected date of confinement;

a.**MAT B1 Form Received** *Please ensure that you receive and check the original MATB1 form and is retained in the employee’s personal file.*

b. **Expected Week of Childbirth (EWC),** should be the Sunday before Expected Date of Childbirth otherwise the transaction will fail the business rules.

c. **Chosen Leave Date/Maternity Start Date** auto-populates **Actual Leave Date/Maternity Start Date.**

5**.** Please leave **Entitlement** blank as this will be completed by HR based on the employee’s length of continuous service.

6. Review options from the following dropdown menus to ensure selections have been made:

1. **Deferring** **Payment** (if the employee wishes to receive equal payments)
2. free text to provide the number of
3. Number of equal payment weeks (must not exceed 52)
4. **Returning to Work** (Mandatory)
5. **Actual Return to Work Date** (when known – this will require you to update this date once the employee is returning to work)

7. Click **Apply**,

8. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

9. You can attach a scanned copy of the employees MATB1 form if it has not already been done:

a. Click **Add** under additional information

b. Enter **Title** and **Description**

c. **Select** file type (File, URL or Text)

d. Select **Browse**

e. Choose document from selected location

10. Select **Apply**

11. Click **Submit**, changes will be sent for HR Support and Advice Unit for approval

12. Click **Home**

13. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to HR Support and Advice Unit for approval. You can also view the request status under **Actions Awaiting Your Attention**.

14. Please ensure that you also update SSTS with the requested dates for maternity leave.

**Please note:** Once HR receive the request, update the entitlement tab and approve, employee and manager will receive confirmation electronically by email advising the entitlements and confirmation of dates will be shown on eESS.

## Part 2 – Manager Self Service – Option 2

## Manager should submit maternity request for employees who cannot access eESS.

*Please ensure that all fields are fully completed before submitting.*

Navigate to **NHSS \*Manager\* Self Service**

*(Variations:* ***NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)***

1. Click  to expand the folder and click **Maternity Leave**

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

3. Click **Add** and enter the following information using the date fields;

**a. Expected Week of Childbirth (EWC)**, you must choose Sunday before expected date of child birth otherwise the transaction will fail the business rules.

**b. Chosen Leave Date/Maternity Start Date (**this will then auto-populate Latest Return and Actual Leave dates)

**c. Expected Date of Childbirth** (date should reflect MATB1 date)

4. Indicate **Yes, No** or **Undecided** from the following dropdown menus

**a. Deferring Payment** (if you wish to receive equal payments)

**b. Returning to Work**

5**.** To receive equal payments please add in the amount of weeks you would like to receive equal payments for. *Please note the maximum weeks that can be entered are 52 and equal payments are not applicable during the first 6 weeks of maternity leave and are only applicable to Occupational Maternity Leave.*

6. **MAT B1 Form Received** *Please ensure that you receive and check the original MATB1 form and that this is retained in the employee’s personal file.*

Please leave **Entitlement** blank as this will be completed by HR based on the employee’s length of continuous service.

7. Choose option from the following dropdown menus (if not already completed):

a. **Deferring Payment** (if the employee wishes to receive equal payments)

8. Enter detail using free text fields and dropdown menu (if not already completed):

a. **Number of equal payment weeks** (must not exceed 52)

b. **Returning to Work** (Mandatory)

c. **Actual Return to Work Date** (when known – this will require you to update this date once the employee is returning to work)

9. Click **Apply**,

10. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

11. You can attach a scanned copy of the employees MATB1 form by:

a. Click **Add** under additional information

b. Enter **Title** and **Description**

c. **Select** file type (File, URL or Text)

d. Select **Browse**

e. Choose document from selected location

12. Select **Apply**

13. Click **Submit**, changes will be sent for HR Support and Advice Unit for approval

14. Click **Home**

15. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to HR Support and Advice Unit for approval. You can also view the request status under **Actions Awaiting Your Attention**.

16. Please ensure that you also update SSTS with the requested dates for maternity leave.

**Please note:** Once HR receive the request, update the entitlement tab and approve, employee and manager will receive confirmation electronically by email advising the entitlements and confirmation of dates will be shown on eESS.