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## **Manager Dashboard**

Manager Dashboard – Change Employee Contract Hours

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# Overview

This guide will set out how the Manager changes the Employees Contracted hours in CoreHR.





# 1.Manager Dashboard - Change Employee Contract Hours

### 1.1.1 Change Contract Hours via HR Dashboard

■ Manager Dashboard +		lgets		
(***) Test434 Tester373 72140070	My People	ACTIONS - My Approv	als Notificati APPROVALS ACTIONS	
A	Name, Department, Job Title Q. My People	Test	35 Tester256 (72140077) 00 Mar VIEW	
Manager Dashboard	Employee Position Contact Details	R.D	(PAID)	-
To Dashboard	SPTEST SPLAT Client Services 02345678 000128 Client Services Operations Analy. test@hotmail.com			
* Reports And Corresponde.	Test426 Tester13 Client Services None Set 72140026 Client Services Operations Analy_ None Set	Business Card View Team		and the second
I My Teams Reviews	Test435 Tester256 Client Services None Set 721 40077 // Technician TestyMcTest@Te	View Profile		
🗾 My Team Objectives		HR Dashboard		
Recruitment		Open Talent Profile		- WEIGH
2. The following	screen will open. Select the Contra	acts tab from the let	t-nand side of the s	creen. r
he information o	on this screen, before moving onto t	the next step.		
		-		
← Manager Dashboard				
SPTEST SPUAT (000128)	(000128)			
and the second				
SS Active	Client Services Operations Analyst   Start Date 01-Oct-2019		Payroll Status: Close	ed for Processing
Key information	Summary			
Contracts	Appointment ID 300213-2 Status Started Errop Status Permanent Sta	art Date 01-Oct-2019 End Date	Substantive 01-Oct-2019 Funding Expiry	:
Manager				
Cost Allocations	Amendments			
Onboarding	Shart Date End Date Target End Date Post No Post Sequence Reason 01-Qct-2019 300213 2 New Sta	Department erter Client Services	37 1 VIEW	
Probation Details				
Balances				
Change Work Schedule				
			CHANGE CON	TRACT HOURS



3. Click the button and enter the following details									
	SPTEST Si     Change Worki     Manager Dashboard	PUAT (000128) ng Hours > SPTEST SPUAT (000128) > Change Working Hours							
	Effective Date*	Contracted Hours*	÷ 1	Target End Date	<u> </u>				
	Standard Hours 37 Hours	✓ Reason*	Employee Status *  Permanent	Sub Status * Full Time	· ·				
	1			oorehr	SAVE				
(fields mai	rked with	* are mandatory)							
•	Enter th	e Effective Date*							
•		ted Hours (enter t	he new contrac	ted hours) *					
•	FTE* Target l	End Date (if applic	ahle)						
<ul> <li>Standard Hours (choose from the drop-down list)</li> </ul>									
•	Reason	* (choose from the	e drop-down list	t)					
	0	Absence Cover Acting Up							
	<ul> <li>Change in Job Title</li> </ul>								
	• Change of Hours								
	0	Extension of Contra	act						
	0	Flexible Retiremen	t						
	0	Maternity Change	Cover						
	0	No Cng of Post Da Organisation Chan	ta Update de						
	0	Restructure	90						
	0	Transfer to insecur	e Permanent Fun	nding					
٠	<ul> <li>Employee Status* (choose from the drop-down list)</li> </ul>								
•	Sub Sta	atus (choose from	the drop-down	list)					
5. Click d	on the 'S	Save' button. The e	employees contr	ract hours will b	be changed with the effective date entered				
above.									



#### Important Reminder – Update Working Pattern:

Please remember if you are making a change to an employee's contractual hours you will also need to update their working pattern.

Please go to user guide Manager Dashboard – Shift Change/Working Pattern for details on how to make this change.

