



**BEIS Oracle Estate – Self Service Training**

# Employee Self-Service Reference Guide



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## Legend

These recognised abbreviations tell you what action to take in the practical exercises. They will not appear as options on the Oracle system, but are our instructions to you:

**(N)** – Navigate

**(T)** – Tab

**(ST)** – Sub Tab



### Action Note:

This is to draw your attention to an action you **MUST** take in order to effectively use the system.



### Learning Note:

This is to draw your attention to useful additional information that you may find interesting.



### Caution Note:

This is to give you forewarning about an action that is **NOT** advisable or may have consequences that could impact on your effective use of the system.

## Version Control

Version	Created	Author	Comments
13.1	Jan-2019	D. Rees	Sickness Leave Amendments
14.0	April 2020	K. Smith	Annual Leave Amendments
15.0	September 2020	K. Smith	Annual Leave Amendments
16.0	December 2020	K.Smith	Annual Leave Amendments

### Please Note:

**All persons referred to in this training material are fictitious. Any resemblance to a real person is purely coincidental.**

# 1 Viewing Information

## 1.1 All Actions awaiting your attention

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > All Actions Awaiting Your Attention

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention**
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	22-Feb-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	22-Feb-2013	25-Feb-2013
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	22-Feb-2013	

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



### Learning Note:

Your worklist is visible from the **Home** page or you can access it from the **Self-Service** menu.

**All Actions Awaiting Your Attention**

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**

Subject	Sent	Name	Department	Job	Effective Date	Status	Update	Delete
<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	22-Feb-2013	Morley, Louise	BIS Organisation 4	9-Knowledge and Information Management (KIM)	22-Feb-2013	Pending Approval		
<a href="#">Leave of Absence for Morley, Louise</a>	22-Feb-2013	Morley, Louise	BIS Organisation 4	9-Knowledge and Information Management (KIM)	22-Feb-2013	Pending Approval		



### Learning Note:

The status field shows the stage of your request. If your status has been approved this will only show on the **Home** page.

Leave of absence can refer to any absence for example annual leave or sick leave.

1. Click on the relevant notification to display the full details:

All Actions Awaiting Your Attention								
Employee Name <b>Morley, Louise</b>			Organization Email Address					
Employee Number <b>6</b>			Business Group <b>BIS Business Group</b>					
Subject	Sent	Name	Department	Job	Effective Date	Status	Update	Delete
<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	22-Feb-2013	Morley, Louise	BIS Organisation 4	9-Knowledge and Information Management (KIM)	22-Feb-2013	Pending Approval		
<a href="#">Leave of Absence for Morley, Louise</a>	22-Feb-2013	Morley, Louise	BIS Organisation 4	9-Knowledge and Information Management (KIM)	22-Feb-2013	Pending Approval		

2. The full details of the notification are displayed:

More Information Requested: Leave of Absence for Morley, Louise	
From <b>Thornton, Rosie</b>	Attachments
To <b>Morley, Louise</b>	
Sent <b>22-Feb-2013 10:49:17</b>	
Due <b>25-Feb-2013 10:49:17</b>	
ID <b>1637</b>	
Employee Name <b>Morley, Louise</b>	Organization Email Address
Employee Number <b>6</b>	Business Group <b>BIS Business Group</b>

Absence Details	
<b>Proposed</b>	
<b>Absence Status</b>	Confirmed
<b>Absence Type</b>	Annual Leave Hours
<b>Absence Category</b>	Annual Leave
<b>Absence Reason</b>	Annual Leave Hours
<b>Start Date</b>	15-Jul-2013
<b>End Date</b>	19-Jul-2013
<b>Hours</b>	30

3. For those actions that require a response, click in the **Answer** field and enter a valid reply:

Action History				
Sequence	Name	Action	Date	Notes
1	Morley, Louise	Submit	22-Feb-2013	
2	Morley, Louise	Pending	22-Feb-2013	
3	Thornton, Rosie	Question	22-Feb-2013	Can you confirm if you have any meetings booked for this week before I approve your leave. Thank you

Response	
User Thornton, Rosie has requested more information.	
Question <b>Can you confirm if you have any meetings booked for this week before I approve your leave. Thank you</b>	
Answer	<input type="text"/>
	<input type="button" value="Submit"/>

4. To complete your action click on **Submit**
5. Click [Home](#) to return to the **Employee Self Service** menu

## 1.2 Personal Information

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Personal Information

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information**
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Application Error has occurred in your process Personal Information - Emergency Contacts performed on Morley, Louise</a>	17-May-2013	
SYSADMIN	HR	<a href="#">Application Error has occurred in your process Personal Information - Emergency Contacts performed on Morley, Louise</a>	17-May-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	22-Feb-2013	25-Feb-2013
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	22-Feb-2013	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

1. The **Personal Information** screen is displayed:

**Personal Information**

Back

Employee Name **Morley, Louise**      Organization Email Address  
Employee Number **6**      Business Group **BIS Business Group**

---

**Basic Details** Update

Full Name **Morley, Louise**  
Marital Status **Single**  
Date of Birth **01-Jan-1970**  
NI Number **JX911513A**  
Employee Number **6**  
Organization Email Address

---

**Phone Numbers** Update

Home **01223 567892**

---

**Main Address** Update

Address Line 1 **20 Rose Street**  
Address Line 2  
Address Line 3  
Town  
County  
Post Code **SN5 7BR**  
Country **United Kingdom**  
Type **Home**

**Learning Note:**

From the top of this screen you are able to view **Basic Details**, **Phone Numbers** and **Main Address**.

To edit personal information, you will need to go to the Editing Information module.

From the bottom of this screen you are able to view **Other Address** and **Emergency Contacts**.

For further information on editing Personal Information please refer to section 2 – Editing Information.

2. Click [Back](#) to return to the **Employee Self Service** menu:

**Other Address**

[Add](#)

**Emergency Contacts**

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact:
[Update](#)
[Remove](#)
|
[Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/> webb, harry	Spouse	Yes			0709099635454	

[Back](#)



## 1.3 Pay Advice

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Pay Advice

Oracle Applications Home Page

**Main Menu**

Personalize

- [-] GSSC Employee Self-Service, BIS
  - Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - Diversity Information
  - Pay Advice**
  - My Information
  - Attendance Management
  - Salary Bank Details
  - Appraisal - Standard
  - Assignment History
  - Education and Qualifications

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		



#### Caution Note:

To view an alternative month, you would click the drop-down arrow next to the Advice field to select.



#### Learning Note:

Payslips will be listed in chronological order.

To view an alternative month, you would click the drop-down arrow next to the Advice field to select.

1. Click on **Go** to view your selected **Pay Advice**:

**Pay Advice**

Select and view a Pay Advice.

---

Employee Name **Morley, Miss Louise**      Organization Email Address **louise.morley@bis.gsi.gov.uk**  
 Employee Number **6**      Business Group **BIS Business Group**

Advice **31 Oct 2013 - 6**   
Choose a Pay Advice to display

**Action Note:**

You now have 3 options:

1. Click the Export button to download the payslip to a pdf format.
2. Print the payslip by clicking on the Print icon.
3. Save the payslip to your computer by clicking on the Disc icon.

**Pay Advice**  
Select and view a Pay Advice.

Employee Name **Morley, Miss Louise** Organization Email Address **louise.morley@bis.gsi.gov.uk**  
 Employee Number **6** Business Group **BIS Business Group**  
 Advice **31 Oct 2013 - 6**  
Choose a Pay Advice to display

**Go**


**Export** **1.**

[Return to Employee Search](#)

**2.** **3.**

**PERSONAL**

Mrs L Morley  
BIS Business Group  
SD - Skills Sectors and Equalities



**Department  
for Business  
Innovation & Skills**

2. Click [Home](#) to return to the **Employee Self Service** menu:

**ORACLE** GSSC Employee Self-Service

Navigator Favorites **Home** Logout - EBSTRN1 Preferences

**Pay Advice**  
Select and view a Pay Advice.

Employee Name **Morley, Miss Louise** Organization Email Address **louise.morley@bis.gsi.gov.uk**  
 Employee Number **6** Business Group **BIS Business Group**  
 Advice **31 Oct 2013 - 6**  
Choose a Pay Advice to display

**Go**

## 1.4 My Information

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > My Information

Oracle Applications Home Page Logged In As HREMP26

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information**
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation

**Worklist** Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	28-Jan-2013	
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	28-Jan-2013	
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	28-Jan-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	28-Jan-2013	31-Jan-2013

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

#### Learning Note:



These screens are view only and information cannot be edited.

Assignment records will include one “dummy” record to include service prior to migration to Oracle.

Please check **Assignment History** (section 1.7) for a further breakdown.

#### Action Note:



If any details are incorrect, first check your **Assignment History** (see section 1.7) otherwise you will need to contact UK SBS HR via iSupport (see section 9.1).

1. Click on **Show** to view further employment information:

**Morley, Louise**  
The following section displays the summary as of today's date.  
Effective Date 28-Jan-2013

Assignment Number	6	Assignment Start Date	01-Jan-2013
Assignment End Date		Job	9-Knowledge and Information Management (KIM)
Department	BIS Organisation 4	Location	BIS - Department Of Business Innovation & Skills
Manager	Thornton, Rosie	Years of Service	0.07
Email Address		Salary	20000.00 GBP
Performance Rating		Performance Review Date	
Total Number of Absences	3	Total Training Days	0
Applications Exist?	No		

**Employment** **Salary** **Performance** **Absence**

The following section displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Department	Location	Assignment Category	Email Address
<b>Show</b>	6	01-Jan-2013		Yes	9-Knowledge and Information Management (KIM)	BIS-Grade 6 (Research Operational) (DIUSD),London	BIS Organisation 4	BIS - Department Of Business Innovation & Skills	Part Time	

2. Click the **Salary** tab to view information on your salary:

**Morley, Louise**  
The following section displays the summary as of today's date.  
Effective Date 28-Jan-2013

Assignment Number	6	Assignment Start Date	01-Jan-2013
Assignment End Date		Job	9-Knowledge and Information Management (KIM)
Department	BIS Organisation 4	Location	BIS - Department Of Business Innovation & Skills
Manager	Thornton, Rosie	Years of Service	0.07
Email Address		Salary	20000.00 GBP
Performance Rating		Performance Review Date	
Total Number of Absences	3	Total Training Days	0
Applications Exist?	No		

**Employment** **Salary** **Performance** **Absence**

The following section displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Department	Location	Assignment Category	Email Address
<b>Show</b>	6	01-Jan-2013		Yes	9-Knowledge and Information Management (KIM)	BIS-Grade 6 (Research Operational) (DIUSD),London	BIS Organisation 4	BIS - Department Of Business Innovation & Skills	Part Time	

3. Click on **Performance** tab to view your historic Performance Ratings:

**Morley, Louise**  
The following section displays the summary as of today's date.  
Effective Date 28-Jan-2013

Assignment Number	6	Assignment Start Date	01-Jan-2013
Assignment End Date		Job	9-Knowledge and Information Management (KIM)
Department	BIS Organisation 4	Location	BIS - Department Of Business Innovation & Skills
Manager	Thornton, Rosie	Years of Service	0.07
Email Address		Salary	20000.00 GBP
Performance Rating		Performance Review Date	
Total Number of Absences	3	Total Training Days	0
Applications Exist?	No		

**Employment** **Salary** **Performance** **Absence**

The following section displays detailed historical information through today's date.

Details	Review Date	Last Rating	Next Review Date	Main Appraiser	Related Event	Period Start Date	Period End Date
No results found.							

4. Click the **Absence** tab to view information on all absences:

**Morley, Louise**

The following section displays the summary as of today's date.  
Effective Date 28-Jan-2013

Assignment Number	<b>6</b>	Assignment Start Date	<b>01-Jan-2013</b>
Assignment End Date		Job	<b>9-Knowledge and Information Management (KIM)</b>
Department	<b>BIS Organisation 4</b>	Location	<b>BIS - Department Of Business Innovation &amp; Skills</b>
Manager	<b>Thornton, Rosie</b>	Years of Service	<b>0.07</b>
Email Address		Salary	<b>20000.00 GBP</b>
Performance Rating		Performance Review Date	
Total Number of Absences	<b>3</b>	Total Training Days	<b>0</b>
Applications Exist?	<b>No</b>		

**Employment** **Salary** **Performance** **Absence**

The following section displays detailed historical and future information.

Previous 1-10 Next 10

Details	Type	Reason	Actual Start Date	Actual Start Time	Actual End Date	Actual End Time	Number Of Days	Notified Date
<a href="#">Show</a>	Sickness	Other - Not specified in list	20-Oct-2014					27-Nov-2014
<a href="#">Show</a>	Sickness	Back Problems	15-Oct-2014		15-Oct-2014		1	27-Nov-2014
<a href="#">Show</a>	Sickness	Back Problems	03-Oct-2014		03-Oct-2014		1	25-Nov-2014

Previous 1-10 Next 10

5. Click **Home** to return to the **Employee Self Service** menu

## 1.5 Attendance Management



### Caution Note:

This guidance does not apply to staff working for **INSS**.

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Attendance Management

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management**
  - Performance Management
  - Appraisals
  - Immigration

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Whittaker, Sofia</a>	15-Feb-2013	
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Whittaker, Sofia</a>	15-Feb-2013	
SYSADMIN	HR	<a href="#">Leave of Absence for May, Charlie has been approved.</a>	13-Feb-2013	
Lord, Emma	HR	<a href="#">Leave of Absence for Mistry, Sal</a>	11-Feb-2013	14-Feb-2013

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

1. The **Attendance Management Summary** screen is displayed:

**Attendance Management: Summary**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

**Absence Summary** **Entitlement Balances**

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
 Approval Status  (example: 15-Feb-2013)  
 End Date

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
04-Jul-2013	18-Jul-2013	Annual Leave Days	11		Pending Approval		
08-Apr-2013	12-Apr-2013	Annual Leave Days	5		Approved		
11-Feb-2013	13-Feb-2013	Sickness	3		Pending Approval		
04-Feb-2013	06-Feb-2013	Annual Leave Days	3		Approved		
01-Feb-2013	01-Feb-2013	Sickness	1		Approved		
21-Jan-2013	22-Jan-2013	Sickness	2		Approved		
10-Jan-2013	17-Jan-2013	Pandemic	8		Approved		

- To check your leave balance, click **Entitlement Balances**
- You will then be able to view details of your initial leave entitlement, the amount taken, the amount booked and the amount remaining.

[https://ebs.sit.ukpbs.co.uk/OA\\_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceHome](https://ebs.sit.ukpbs.co.uk/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceHome)

File Edit View Favorites Tools Help

UK SBS SBS Policies ServiceNow UK SBS ROE Portal UK SBS Teamsite ServiceNow Incident Santa's Grotto Te

**UKSBS** GSSC Employee Self-Service  
Shared Business Services

**Attendance Management: Summary**

Employee Name   
Employee Number

**Absence Summary** **Entitlement Balances**

Hide Accrual Balances

TIP The accrual balances are as of: 08-Apr-2020.

BIS Annual Leave Scheme Days

Annual Leave Initial Balance	<b>27.13</b>
Annual Leave Taken	<b>1</b>
Annual Leave Booked	<b>0</b>
Annual Leave Remaining	<b>26.13</b>

- Return to the **Attendance Management Summary** screen.

**Learning Note:**

This screen lists details of historic absences.

The search boxes can also be used to find a particular absence, or to see any outstanding requests.

Note the Start and End date fields can be used to be find a specific absence with those start/end dates NOT an absence between those dates.

5. Click **Create Absence**



**Attendance Management: Summary**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
Approval Status  (example: 27-Jan-2013)  
End Date  

**Create Absence**

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
No results found.							

**Learning Note:**

All types of leave are requested in the same way and are determined by the Absence Type.

The search boxes can be used to find a particular absence, or to see any outstanding requests.

Note the Start and End date fields can be used to be find a specific absence with those start/end dates NOT an absence between those dates.

The Entitlements tab will display your current leave balance, including any absences not yet taken.



6. Click on the **Absence Type** drop down arrow to view **Absence Reason** and select the required option:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type **Annual Leave Days**

Absence Reason **Annual Leave Days**

Duration **Annual Leave Days**

Start Time  End Time

Days Hours

Calculate Duration

TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

Sun	Mon	Tue	Wed	Thu
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	1	2	3



#### Action Note:

If you are **Full Time** you will need to record your Annual Leave in **days**, and if you are **Part Time** you will need to record your leave in **hours**.

7. Enter the **Start Date** and **End Date** for the absence:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type **Annual Leave Days**

Absence Reason **Annual Leave Days**

Duration **Annual Leave Days**

\* Start Date  End Date

Calculate Duration

TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days

Calculate Duration

TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

8. The **Calculate Duration** button does not work on this version of Oracle, so you would need to manually enter the total days in the total field.



**Caution Note:**

Public and privilege days are currently not maintained within the system.



**Action Note:**

Leave can be booked as part days when less than a half or full day – when manually entering part days, amounts should be entered to 2 decimals (rounded up on second decimal)

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type Annual Leave Days  
 Flexi leave and TOIL are not administered within this system.

Absence Reason Annual Leave Days

Duration \* Start Date 19-Feb-2013  
 (example: 27-Jan-2013)  
 End Date 19-Feb-2013

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

✓TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days

Calculate Duration

Total

✓TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

9. Click **Next**

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type Annual Leave Days  
 Flexi leave and TOIL are not administered within this system.

Absence Reason Annual Leave Days

Duration \* Start Date 19-Feb-2013  
 (example: 27-Jan-2013)  
 End Date 19-Feb-2013

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

✓TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days

Calculate Duration

Total 1

✓TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

10. This screen will display a summary of your proposed annual leave days

11. Click

**Submit**

Create Absence: Review

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Cancel Printable Page Save For Later Back **Submit**

---

**Absence Details**

✓ **TIP** Please bear in mind when authorising this absence that sickness absence should not overlap with any other absence type.

**Proposed**

<b>Absence Type</b>	Annual Leave Days
<b>Absence Reason</b>	Annual Leave Days
<b>Start Date</b>	19-Feb-2013
<b>End Date</b>	19-Feb-2013
<b>Days</b>	1

---

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Lord, Emma	HR People	1	Approver		

+ Add Adhoc Approver

Cancel Printable Page Save For Later Back **Submit**

### Learning Note:

Absences submitted will be listed in Absence Summary.

The approval status is pending approval and the update pencil icon is greyed out.

You are unable to update the absence until it has been approved by your manager.

Once the absence has been approved, it can only be deleted by your Line Manager up to the date of the absence. After that date, you will need to contact UK SBS HR via iSupport.

You can also add an **Ad hoc Approver** if you require an additional person to view and approve the annual leave.



12. You will receive **Confirmation** that your request has been submitted to your Line Manager for approval

## 1.6 Salary Bank Details

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Bank Details

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details**
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Application Error has occurred in your process Personal Information - Emergency Contacts performed on Morley, Louise</a>	17-May-2013	
SYSADMIN	HR	<a href="#">Application Error has occurred in your process Personal Information - Emergency Contacts performed on Morley, Louise</a>	17-May-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	22-Feb-2013	25-Feb-2013
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	22-Feb-2013	

**TIP** Vacation Rules - Redirect or auto-respond to notifications.  
**TIP** Worklist Access - Specify which users can view and act upon your notifications.

#### 1. The Define Payments screen will be displayed

Manage Payroll Payments: Define Payments

Cancel Continue

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.  
\* Indicates required field

**Employee Payments**

Add Bank Payment

Priority	Payment Type	Amount Type	*Amount	Currency	Update	Delete
1	Deposit		Remaining Pay	Pound Sterling		

The Bank Account details on this page are only applied to salary payments not expenses.  
Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month.  
**TIP** Please refer to Knowledgebase for details on the payroll cut off dates.

Cancel Continue

#### 2. Click to view your details

#### Caution Note:

**DO NOT click on Add Bank Payment** if you are viewing or making any changes to your Bank Account.



Add Bank Payment is only to be used when you are setting up a Bank Account for the first time or if splitting your salary between multiple bank accounts.

To view your bank details use the yellow pencil icon under **Update**.

To edit your bank details please refer to 'Salary Bank details' in the Editing Information module.

3. The **Update Bank Payment** screen is displayed

4. Click **Cancel!**

**Update Bank Payment**

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**

\* Indicates required field  
 ✓ **TIP** This payment is used to handle any pay remaining after all other payments have been made.

Payment Method **BIS BACS**

\* Sort Code  \* Account Name   
 \* Bank Name  Account Type   
 Bank Branch  Bld Society Account Number   
 \* Account Number  Bank Branch Location

**Cancel!** **Apply**

**Cancel!** **Apply**



### Learning Note:

You will need to click cancel to be taken back to the Define Payments screen even though no changes have been made.

5. This will bring you back to the **Define Payments** screen:

**ORACLE** GSSC Employee Self-Service

Home Logout - EBSTRN3 Preferences

**Manage Payroll Payments: Define Payments**

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.

\* Indicates required field

**Employee Payments**

**Add Bank Payment**

Priority	Payment Type	Amount Type	*Amount	Currency	Update	Delete
1	Deposit		Remaining Pay	Pound Sterling		

The Bank Account details on this page are only applied to salary payments not expenses.  
Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month.

✓ **TIP** Please refer to Knowledgebase for details on the payroll cut off dates.

**Cancel!** **Continue**

6. Click **Home** to return to the **Employee Self Service** menu

## 1.7 Assignment History

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Assignment History

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview
  - Diversity Information
  - Assignment History**
  - Education and Qualifications

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	06-Feb-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	28-Jan-2013	31-Jan-2013

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

1. Details of your **Assignment History** are displayed:

Assignment History: Extra Information

Back

Employee Name **Morley, Louise**      Organization Email Address  
Employee Number **6**      Business Group **BIS Business Group**

**Assignment History**

Select	Status	Assignment Start Date	Assignment End Date	Assignment Number	Organisation	Job Grade	Location	Employment Category	Hours	Assignment Status	Supervisor	End Reason	Rea
<input type="radio"/>		01-Feb-2013	31-Mar-2013		BIS Organisation 4.	BIS Grade 6	1 victoria Street		30.00		Rosie Thornton		Sec
<input checked="" type="radio"/>		01-Jan-2013	31-Jan-2013		BIS Organisation 4	BIS Grade 6	Kingsgate House		30.00		Rosie Thornton		tran

Back



**Action Note:**

If any details are incorrect you will need to contact UK SBS HR via iSupport (see Section 9.1).



**Caution Note:**

These screens are view only and information cannot be edited.

2. Click **Back** to return to the **Employee Self Service** menu

## 1.8 Relocation

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Relocation

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation**
  - Exit Interview
  - Diversity Information
  - Assignment History

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	28-Jan-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	28-Jan-2013	31-Jan-2013

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

1. Details of your **Relocation** package are displayed:

Relocation: Extra Information [Back](#)

Employee Name **Morley, Louise**      Organization Email Address  
 Employee Number **6**      Business Group **BIS Business Group**

**Relocation**

Select	Status	Effective From	Relocation Allowance in £	Details of Package Offered	Reason for Relocation	Expiry
<input checked="" type="radio"/>		01-Jan-2013	4559.00	Moving costs	Transfer	30-Nov-2013

[Back](#)



**Action Note:**

If any details are incorrect you will need to contact UK SBS HR via iSupport (see Section 9.1).



**Caution Note:**

These screens are view only and information cannot be edited.

2. Click [Back](#) to return to the **Employee Self Service** menu

## 1.9 Immigration

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Immigration

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration**
  - Relocation
  - Exit Interview

**Worklist**

Full List

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	28-Jan-2013	
SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded for approval to Thornton, Rosie</a>	28-Jan-2013	
Thornton, Rosie	HR	<a href="#">More Information Requested: Leave of Absence for Morley, Louise</a>	28-Jan-2013	31-Jan-2013

**TIP** Vacation Rules - Redirect or auto-respond to notifications.  
**TIP** Worklist Access - Specify which users can view and act upon your notifications.



#### Action Note:

Once any Documentation Confirming Right to Work is received, it should be forwarded to UK SBS HR.

If any details are incorrect you will need to contact UK SBS HR via iSupport (see Section 9.1).

1. Click on **Details** to view all **Immigration** information details:

Immigration: Extra Information

Back

Employee Name **Morley, Louise**      Organization Email Address  
Employee Number **6**      Business Group **BIS Business Group**

**Immigration**

Select Object: **Details**

Select Status	Case Reference Number	Immigration Type
<input checked="" type="radio"/>	I1000016	Work Permit

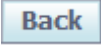
Back



#### Caution Note:

These screens are view only and information cannot be edited.



2. Click on  to return to the previous screen

Immigration

Employee Name	<b>Morley, Louise</b>	Organization Email Address	
Employee Number	<b>6</b>	Business Group	<b>BIS Business Group</b>
Case Reference Number	<b>11000016</b>		
Immigration Type	<b>Work Permit</b>		
Name as Stated in Passport	<b>Miss Louise Morley</b>		
Permit Number	<b>4567</b>		
Passport Number	<b>12345678</b>		
Place of Issue	<b>Sydney Australia</b>		
Permit Issue Date	<b>01-Dec-2012</b>		
Permit End Date	<b>30-Nov-2013</b>		

3. Click  to return to the **Employee Self Service** menu

## 2 Editing Information

### 2.1 Personal Information

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Personal Information

The screenshot shows the Oracle Applications Home Page. At the top, there is an 'Enterprise Search' field with a dropdown menu set to 'All' and a 'Go' button. To the right, it says 'Search Results Display Preference Standard' and 'Logged In As HREMP25'. Below this is the 'Oracle Applications Home Page' header. On the left, there is a 'Main Menu' sidebar with a 'Personalize' button. The menu items include 'Application Diagnostics', 'GSSC Employee Self-Service, BIS Business Group', 'All Actions Awaiting Your Attention', 'Personal Information' (highlighted with a red box), 'My Information', 'Salary Bank Details', and 'Attendance Management'. On the right, there is a 'Worklist' section with a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table content indicates there are no notifications and includes 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.'

1. This screen displays all your **Personal Information**:

The screenshot shows the 'Personal Information' page for Salima Mistry. At the top right is a 'Back' button. The page displays the following information:

- Employee Name: **Mistry, Salima**
- Employee Number: **11**
- Organization Email Address: [Redacted]
- Business Group: **BIS Business Group**

Below this is the 'Basic Details' section with an 'Update' button. It contains:

- Full Name: **Mistry, Salima**
- Marital Status: **Single**
- Date of Birth: **01-Jan-1970**
- NI Number: **JX911512A**
- Employee Number: **11**
- Organization Email Address: [Redacted]

Next is the 'Phone Numbers' section with an 'Update' button. It shows:

- Home: **01223 567892**

Finally, the 'Main Address' section has an 'Update' button. It shows:

- Address Line 1: **20 Rose Street**
- Address Line 2: [Redacted]
- Address Line 3: [Redacted]
- Town: [Redacted]
- County: [Redacted]
- Post Code: **SN5 7BR**

## 2.1.1 Updating your Basic Details

1. Click on **Update** within the **Basic Details** section:

**Personal Information** **Back**

Employee Name **Mistry, Salima**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

---

**Basic Details** **Update**

Full Name **Mistry, Salima**  
 Marital Status **Single**  
 Date of Birth **01-Jan-1970**  
 NI Number **JX911512A**  
 Employee Number **11**  
 Organization Email Address

---

**Phone Numbers** **Update**

Home **01223 567892**

---

**Main Address** **Update**

Address Line 1 **20 Rose Street**  
 Address Line 2  
 Address Line 3  
 Town  
 County  
 Post Code **SNS 7BR**

2. You are now presented with two options:

- Correct or Complete
- Enter New Information



**Action Note:**

To correct existing information select the **Correct** or **Complete** details.

To enter new information e.g. new address, marital status, select **Enter new Information** - this option will keep a record of any historical details.

3. Select the **Correct or Complete** option, click on **Next**

**Basic Details: Choose Option** **Cancel** **Next**


Employee Name **Mistry, Salima**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

Select the type of change you want to make.

**Correct or complete the current details.**

Enter new information because of a real change to the current details (e.g. because of a change in marital status)

**Cancel** **Next**

4. The **Basic Details: Correct Information** screen is displayed
5. Enter the new details in the appropriate fields
6. Once all new details have been entered, click on 

**Basic Details : Correct Information**

Employee Name **Mistry, Salima**      Organization Email Address  
Employee Number **11**      Business Group **BIS Business Group**

\* Indicates required field

**Name**

Effective Date **02-Feb-2013**  
Title **Mrs.**  
First Name Salima  
Middle Name  
Prefix  
\* Last Name Mistry  
Suffix  
Preferred Name **Sal**  
Previous Last Name

**Other**

Employee Number **11**  
NI Number **JX911512A**  
Date of Birth **01-Jan-1970**  
Marital Status **Married/Civil Partnership**  
Organization Email Address  
\* Gender Female



#### Learning Note:

The majority of the information here can be updated within the system.  
Any mandatory fields are indicated by an asterisk.



#### Caution Note:

The Employee Number, NI Number and Date of Birth fields cannot be changed in Self Service and if incorrect, these would need to be actioned by UK SBS HR via iSupport (see Section 9.1). You must include any evidence to support these changes.

7. The **Personal Information: Review** screen displays all the changes you have requested, indicated by a blue circle:

Personal Information: Review

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Basic Details**

	Current	Proposed
Effective Date	02-Feb-2013	02-Feb-2013
Title	Ms.	Mrs. 
Full Name	Mistry, Salima	Mistry, Mrs. Salima (Sal) 
First Name	Salima	Salima
Last Name	Mistry	Mistry
Preferred Name		Sal 
Employee Number	11	11
NI Number	JX911512A	JX911512A
Date of Birth	01-Jan-1970	01-Jan-1970
Marital Status	Single	Married/Civil Partnership 

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time.

You must click **Submit** to action the changes.

8. Click  to view your changes

## 2.1.2 Updating your Telephone Number

1. Click on **Update** within the **Phone Numbers** section:

Personal Information

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Back

Basic Details

Full Name **Mistry, Salima** View Future Changes  
Marital Status **Single**  
Date of Birth **01-Jan-1970**  
NI Number **JX911512A**  
Employee Number **11**  
Organization Email Address

Phone Numbers


Home **01223 567892** Update

2. The **Phone Numbers: Enter and Maintain** screen is displayed:

Phone Numbers: Enter and Maintain

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Cancel Save For Later Next

Type	Number	Delete
Home	01223 567892	

Add Another Row

Cancel Save For Later Next



### Learning Note:

Existing information can be altered if incorrect and further numbers added.

3. Click on **Add Another Row** to add a further contact number:

Phone Numbers: Enter and Maintain

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Type	Number	Delete
Home	01223 567892	
<b>Add Another Row</b>		

Cancel Save For Later Next

Cancel Save For Later Next

4. Click on the **Type** drop-down button to select the appropriate category
5. Add the telephone number into the **Number** field
6. Click **Next**

Phone Numbers: Enter and Maintain

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Type	Number	Delete
Home	01223 567892	
Mobile	08978966789	
<b>Add Another Row</b>		

Cancel Save For Later **Next**

Cancel Save For Later **Next**

7. The **Personal Information: Review** screen displays all the changes you have made; indicated by a blue circle
8. Click on **Submit** if the proposed changes are correct:

Personal Information: Review

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
● Indicates Changed Items.

Phone Numbers	
Current	Proposed
Home 01223 567892	01223 567892
Mobile	08978966789 ●

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None **Add**

Cancel Printable Page Save For Later Back **Submit**

Cancel Printable Page Save For Later Back **Submit**



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time.

You must click **Submit** to action the changes.

8. Click [Return to Overview](#) to view your changes:

 **Confirmation**

Your changes have been applied.

[Return to Overview](#)



### 2.1.3 Updating Address Details

1. Click on **Update** within the **Main Address** section:

**Main Address**

Address Line 1 **20 Rose Street**  
 Address Line 2  
 Address Line 3  
 Town  
 County  
 Post Code **SN5 7BR**  
 Country **United Kingdom**  
 Type **Home**

**Update**

2. You are now presented with two options:
  - Correct or amend this address
  - Enter a new address if you have moved



**Action Note:**

To correct the existing address, select the **Correct or amend this address** option.

To enter a new address select the **Enter new Address if you have moved** option - this will keep a record of any historical details.

3. Select **Correct or Amend** this address then click on **Next**

**Main Address: Choose Option**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**


Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

**Correct or amend this address**  
 Enter a new address if you have moved.

**Cancel** **Next**

**Cancel** **Next**

4. The **Main Address: Enter New Address** screen is displayed:

5. Once all new details have been entered, click on 

**Main Address: Correct Address**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Type Home ⓘ  
Country United Kingdom  
\* Address Line 1 20 Rose Street  
Address Line 2  
Address Line 3  
Town  
County  
Post Code SNS 7BR

\* Indicates required field

Buttons: Cancel Save For Later Back **Next**

Buttons: Cancel Save For Later Back **Next**

6. The **Personal Information: Review** screen displays all the changes you have made; indicated by a blue circle

7. Click 

**Personal Information: Review**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**


Review your changes and, if needed, attach supporting documents.  
ⓘ Indicates Changed Items.

Main Address		
	Current	Proposed
Country	United Kingdom	United Kingdom
Address Line 1	20 Rose Street	20 Rose Street
Town		Newbury ⓘ
Post Code	SNS 7BR	SNS 7BR
Type	Home	Home

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None 

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


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



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

8. Click 

## 2.1.4 Updating Other Address



### Learning Note:

The **Other Address** section, is where additional addresses can be recorded if an employee has more than one address i.e. Secondary, Term Time only, Temporary Address etc.

1. Click on **Add** within the **Other Address** section:

The screenshot shows the 'Other Address' section header in a blue bar. Below the header, there is an 'Add' button highlighted with a red box.

2. Click the **Type** drop down arrow and choose the relevant option:

The screenshot shows the 'Other Address: Enter New Address' form. The 'Type' dropdown menu is open, and 'Secondary' is selected and highlighted with a red box. Other fields include 'Effective Date' (05-Feb-2013), 'Country' (United Kingdom), and 'Address Line 1' (11 Lily Street). Buttons for 'Cancel', 'Save For Later', and 'Next' are visible at the top and bottom right.

3. Enter your correspondence address details in as appropriate

4. Click **Next**

The screenshot shows the 'Other Address: Enter New Address' form with the 'Next' button highlighted in red. The form is now populated with address details: 'Type' is 'Secondary', 'Country' is 'United Kingdom', 'Address Line 1' is '11 Lily Street', 'Town' is 'Swindon', 'County' is 'Wiltshire', and 'Post Code' is 'SN8 11B'. Buttons for 'Cancel', 'Save For Later', and 'Next' are visible at the top and bottom right.

5. The review screen is displayed

6. Click

**Submit**

Personal Information: Review

Employee Name **Mistry, Sal**      Organization Email Address  
Employee Number **11**      Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

**Other Address**

Proposed	
Effective Date	02-Mar-2015
Country	United Kingdom
Address Line 1	11 Lily Street
Town	Swindon
County	Wiltshire
Post Code	SN8 1B
Type	Secondary

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

Cancel   Printable Page   Save For Later   Back   **Submit**



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time.

You must click **Submit** to action the changes.

7. Click

**Return to Overview**

**Confirmation**

Your changes have been applied.

**Return to Overview**

## 2.1.5 Add/Update/Remove Emergency Contacts

Emergency Contacts						
Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.						
Select Emergency Contact: <input type="button" value="Update"/> <input type="button" value="Remove"/>   <input type="button" value="Add"/>						
Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/> Clayton, Margaret	Parent	No	02978574687		07733847583	



### Learning Note:

**Update** should be used to update the details of an existing Emergency Contact i.e. change of telephone number.

**Remove** should be used if an Emergency Contact is no longer relevant.

**Add** should be used for new Emergency Contacts i.e. new partner.

1. Click  within the **Emergency Contacts** section:

Emergency Contacts						
Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.						
<input type="button" value="Add"/>						
Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
No results found.						
<input type="button" value="Back"/>						

2. The **Emergency Contact: Create** screen is displayed
3. Once the appropriate details have been entered scroll down to the **Phone Numbers** section:


Emergency Contact: Create		<input type="button" value="Cancel"/>	<input type="button" value="Save For Later"/>	<input type="button" value="Next"/>
Employee Name	Mistry, Sal	Organization	Email Address	
Employee Number	11	Business Group	BIS Business Group	
Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.				
* Indicates required field				
General Information				
Title	Mr.	First Name	Nicholas	
Middle Name		* Last Name	Mistry	
Suffix		Prefix		
Email Address		* Relationship	Spouse	
Relationship Start Date	28-Aug-2012	<input checked="" type="checkbox"/> Primary Contact		
Main Address				
<input checked="" type="checkbox"/> Use my address for this person.				
Phone Numbers				
Type	Number	Delete		
Home		<input type="button" value="Delete"/>		
<input type="button" value="Add Another Row"/>				

4. Click on the **Type** drop-down button to select the appropriate category

5. Add the telephone number into the **Number** field

6. Click **Next**

Phone Numbers

Type	Number	Delete
Home	01224 678956	

Add Another Row

Cancel Save For Later **Next**

7. Click on **Submit** if the proposed changes are correct:

Personal Information: Review

Cancel Printable Page Save For Later Back **Submit**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

**Maintain Contact**

Contact

Proposed	
Relationship Type	Spouse
Title	Mr.
First Name	Nicholas
Last Name	Mistry
Primary Contact	Yes
Relationship Began On	28-Aug-2012
Emergency Contact	Yes
Resides With Me	Yes

Phone

Proposed	
Home	01224 678956



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time.

You must click **Submit** to action the changes.

8. Click on **Return to Overview**

Confirmation

Your changes have been applied.

**Return to Overview**

## 2.2 Adding Diversity Information

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Diversity

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview
  - Diversity Information**
  - Assignment History
  - Education and Qualifications

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. The Diversity Information: Extra Information screen will be displayed:

**Diversity Information: Extra Information**

Cancel Save For Later Back Next

Employee Name **Mistry, Salima** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Diversity Information**

Add

Select Status	National Identity	Nationality (Secondary)	Nationality	Ethnic Origin	Sexual Orientation	Disability Religion Status
No results found.						

**Diversity Information - Additional**

Add

Select Status	Do you have any caring responsibilities	Do you have any flexible working arrangements	Are you pregnant, on maternity leave or returning from maternity leave
No results found.			

Cancel Save For Later Back Next



### Learning Note:

Here you can view and add Diversity details within Diversity Information and Diversity Information – Additional.

2. Click **Add** in the **Diversity Information** section:

**Diversity Information: Extra Information**

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Diversity Information**

**Add**

Select Status	National Identity	Nationality (Secondary)	Nationality (Secondary)	Ethnic Origin	Sexual Orientation	Disability Religion Status
No results found.						

**Diversity Information - Additional**

**Add**

Select Status	Do you have any caring responsibilities	Do you have any flexible working arrangements	Are you pregnant, on maternity leave or returning from maternity leave
No results found.			

Cancel Save For Later Back Next

3. The **Diversity Information** screen is displayed

4. Once all relevant information has been added click **Apply** to return to the **Diversity Information: Extra Information** screen:

**Diversity Information**

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

National Identity

Nationality

Nationality (Secondary)

Ethnic Origin

Ethnic Origin - Other

Sexual Orientation

Religion

Disability Status

Disability Reason 1

Disability Reason - Other

Disability - Special Requirements 1

Disability Reason 2

Disability Reason - Other 2

Disability - Special Requirements 2

Disability Reason 3

Disability Reason - Other 3

Disability - Special Requirements 3

Disability - Grant Access to Manager

Disability - Risk Assessment Carried Out

Cancel **Apply**



**Action Note:**

You should complete as many of the fields as appropriate.



5. Click **Add** within the **Diversity Information: Additional** section:

**Diversity Information - Additional**

**Add**

Select Status	Do you have any caring responsibilities	Do you have any flexible working arrangements	Are you pregnant, on maternity leave or returning from maternity leave
No results found.			

Cancel Save For Later Back Next

6. This screen will display an additional list of Diversity questions
7. Once all relevant information has been entered click **Apply** to return to the **Diversity Information** screen:

**Diversity Information - Additional**

Employee Name **Mistry, Salima** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Do you have any caring responsibilities

Caring Responsibilities - 1

Caring Responsibilities - 2

Caring Responsibilities - 3

Caring Responsibilities - 4

Caring Responsibilities - 5

Do you have any flexible working arrangements

Flexible Working - 1

Flexible Working - 2

Flexible Working - 3

Flexible Working - 4

Flexible Working - 5

Flexible Working - 6

Flexible Working - 7

Flexible Working - 8

Flexible Working - 9


Flexible Working - Other

Are you pregnant, on maternity leave or returning from maternity leave

Cancel **Apply**

Cancel **Apply**

8. This screen will show changes made to **Diversity Information** and **Diversity Information-Additional**

9. Click  to review the summary:

**Diversity Information: Extra Information**

Employee Name **Mistry, Salima**      Organization Email Address  
Employee Number **11**      Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Diversity Information**

Select Object:   |

Select Status	National Identity	Nationality	Nationality (Secondary)	Ethnic Origin	Sexual Orientation	Disability	Religion Status
<input checked="" type="radio"/> New	British			English		Christian	No

**Diversity Information - Additional**

Select Object:   |

Select Status	Do you have any caring responsibilities	Do you have any flexible working arrangements	Are you pregnant, on maternity leave or returning from maternity leave
<input checked="" type="radio"/> New	Yes	Yes	No

10. This screen will display a summary of the changes to **Diversity** Information.



**Action Note:**

Once you have added **any** Diversity Information, you must click on **Update** to include further information.

11. Click .

**Diversity Information - Additional**

	Proposed
Do you have any caring responsibilities	Yes
Caring Responsibilities - 1 Primary carer of a child/children (under 18)	
Do you have any flexible working arrangements	Yes
Flexible Working - 1 Flexi-time	
Are you pregnant, on maternity leave or returning from maternity leave	No

**Diversity Information**

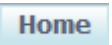
	Proposed
National Identity	British
Ethnic Origin	English
Religion	Christian
Disability Status	No

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

12. Click  to return to the **Oracle** homepage

## 2.3 Salary Bank Details

### 2.3.1 Enter bank details for the first time

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Bank Details

The screenshot shows the Oracle Applications Home Page. On the left, the 'Main Menu' is visible with a 'Personalize' button. Under the 'Business Group' section, 'Salary Bank Details' is highlighted with a red box. On the right, the 'Worklist' section shows 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.'

1. The **Manage Payroll Payments: Define Payments** screen is displayed

2. Click **Add Bank Payment** to enter bank details for the first time:


The screenshot shows the 'Manage Payroll Payments: Define Payments' screen. At the top, there are fields for 'Employee Name' (Mistry, Salima) and 'Employee Number' (11), and 'Organization Email Address' and 'Business Group' (BIS Business Group). Below these fields, there are 'Cancel' and 'Continue' buttons. A message states: 'Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change. \* Indicates required field'. Under the 'Employee Payments' section, the 'Add Bank Payment' button is highlighted with a red box. Below this, there is a table with columns: 'Priority', 'Payment Type', 'Amount Type', 'Amount', 'Currency', 'Update', and 'Delete'. A note states: 'You will be paid by cheque until you specify how you wish to be paid. The Bank Account details on this page are only applied to salary payments not expenses. Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month. TIP Please refer to Knowledgebase for details on the payroll cut off dates.' At the bottom right, there are 'Cancel' and 'Continue' buttons.



#### Caution Note:

Please note any changes made to your bank account details must be entered before the payroll cut-off date to be effective in the current month.

Please refer to your organisation's intranet for the current cut off dates.

3. Once all the information has been added click 

**Add Bank Payment**

Employee Name **Mistry, Salima** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

\* Indicates required field  
 ✓ **TIP** This payment will be used to pay any pay remaining after all other payments have been made.

Payment Method **BIS BACS**

\* Sort Code  \* Account Name   
 \* Bank Name  Account Type   
 Bank Branch  Bld Society Account Number   
 \* Account Number  Bank Branch Location

4. The **Manage Payroll Payments: Define Payments** screen will be displayed with your bank details.

5. To action the changes click 

**Manage Payroll Payments: Define Payments**

Employee Name **Mistry, Salima** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.  
 \* Indicates required field

**Employee Payments**

Priority	Payment Type	Amount Type	Amount	Currency	Update	Delete
1	Deposit		Remaining Pay	Pound Sterling		

The Bank Account details on this page are only applied to salary payments not expenses.  
 Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month.  
 ✓ **TIP** Please refer to Knowledgebase for details on the payroll cut off dates.



**Caution Note:**

You can now see that the **Update** and **Delete** columns are populated.

However you must click **Continue** to ensure your Bank Details are submitted and saved.

6. The **Salary Bank Details: Review** screen displays all the changes you have made: indicated by a blue circle.
7. Click [Submit](#)

**Salary Bank Details: Review**

[Cancel](#)
[Printable Page](#)
[Back](#)
[Submit](#)

Employee Name **Mistry, Salima**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

	Current	Proposed
Priority		1 ●
Payment Type		Deposit ●
Currency		Pound Sterling ●
Amount		Remaining Pay ●
Sort Code		102345 ●
Bank Name		Nationwide Building Society ●
Account Number		10066994 ●
Account Name		SALIMA MISTRY ●
Account Type		0 ●

8. The **Confirmation** page is displayed
9. Click on [Home](#) to return to **Self-Service** menu:

**Confirmation**

Your changes have been applied.

[Home](#)

## 2.3.2 Update current Salary Bank Details

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Bank Details

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS
  - Business Group
    - All Actions Awaiting Your Attention
    - Personal Information
    - My Information
    - Salary Bank Details**
    - Attendance Management
    - Performance Management

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

1. The **Manage Payroll Payments: Define Payments** screen is displayed

2. Click the **Update** icon 

**Manage Payroll Payments: Define Payments**



Cancel Continue

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.  
\* Indicates required field

**Employee Payments**

Add Bank Payment

Priority	Payment Type	Amount Type	Amount	Currency	Update	Delete
1	Deposit		Remaining Pay	Pound Sterling		

The Bank Account details on this page are only applied to salary payments not expenses.  
Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month.  
✓ TIP Please refer to Knowledgebase for details on the payroll cut off dates.

Cancel Continue

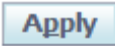
#### Caution Note:



To amend or change your Bank Details you must select the update icon.

Please note any changes made to your bank account details must be entered before the payroll cut-off date to be effective in the current month.

Please refer to your organisation's intranet for the current cut off dates.

3. The **Update Bank Payment** screen will be displayed
4. Amend the relevant information
5. Once all changes have been made click on 

**Update Bank Payment**

Employee Name **Mistry, Sal** Organization Email Address

Employee Number **11** Business Group **BIS Business Group**

\* Indicates required field  
 ✓ **TIP** This payment is used to handle any pay remaining after all other payments have been made.

Payment Method **BIS BACS**

\* Sort Code  \* Account Name

\* Bank Name  Account Type

Bank Branch

\* Account Number  Bld Society Account Number


Bank Branch Location



**Action Note:**

To change or amend your bank details you will need to overtype existing details.

6. The **Manage Payroll Payments: Define Payments** screen is displayed.

7. To action the changes, click on 

**Manage Payroll Payments: Define Payments**

Employee Name **Mistry, Sal** Organization Email Address

Employee Number **11** Business Group **BIS Business Group**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.

\* Indicates required field

**Employee Payments**

Priority	Payment Type	Amount Type	Amount	Currency	Update	Delete
1	Deposit		Remaining Pay	Pound Sterling		

The Bank Account details on this page are only applied to salary payments not expenses.  
 Please note: any changes made to your salary bank account details must be entered before the payroll cut off date to be effective in the current month.  
 ✓ **TIP** Please refer to Knowledgebase for details on the payroll cut off dates.



**Caution Note:**

You must select continue to ensure your Bank Details are submitted and saved


8. The **Salary Bank Details: Review** screen is displayed to show all changes you have made, indicated by a blue circle




9. To confirm the proposed changes, click on

**Submit**

**Salary Bank Details: Review**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

	Current	Proposed
Priority	1	1
Payment Type	Deposit	Deposit
Currency	Pound Sterling	Pound Sterling
Amount	Remaining Pay	Remaining Pay
Sort Code	102345	105678 
Bank Name	Nationwide Building Society	Santander 
Account Number	10066994	10077994 
Account Name	SALIMA MISTRY	SALIMA MISTRY
Account Type	0	0

**Additional Information**

10. Click on **Home** to return to the **Employee Self-Service** menu

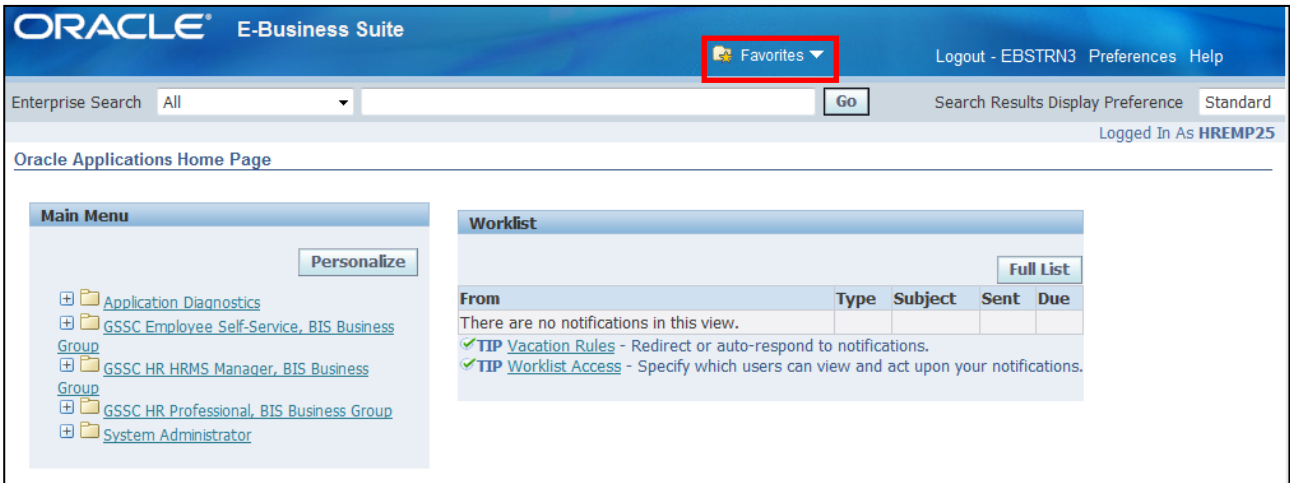
**Home**



## 2.4 My Favourites

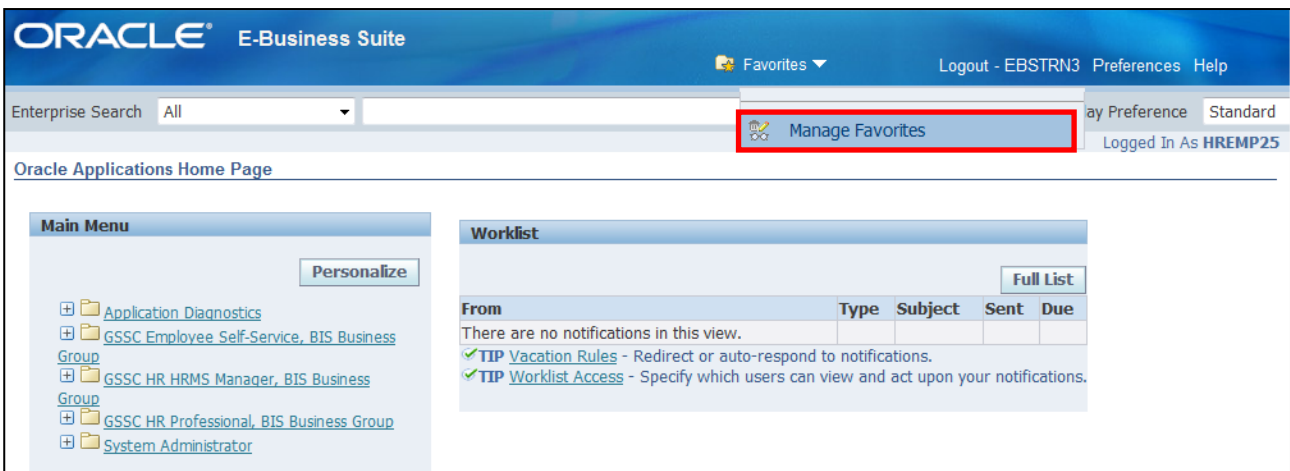
### (N) Oracle Home page > Favourites

1. Click on  Favorites ▼



The screenshot shows the Oracle E-Business Suite Home Page. The 'Favorites' dropdown menu is highlighted with a red box. The page includes a search bar, a 'Go' button, and a 'Search Results Display Preference' set to 'Standard'. The user is logged in as 'HREMP25'. The 'Main Menu' section lists various application areas, and the 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The worklist is currently empty, with a message 'There are no notifications in this view.' and 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  Manage Favorites



The screenshot shows the Oracle E-Business Suite Home Page. The 'Manage Favorites' button is highlighted with a red box. The page layout is identical to the previous screenshot, but the 'Favorites' dropdown menu is now closed, and the 'Manage Favorites' button is visible. The 'Main Menu' and 'Worklist' sections remain the same.



#### Learning Note:

Here you can search and select functions to add to 'My Favourites'.

3. Click on the **Responsibility** drop-down arrow and select the relevant option:

Customize Favorites Cancel Apply

---

**Search and Select**

Function Prompt  Responsibility  ▼

Description

**Select Function Prompt**      **Description**      **Menu**

No search conducted.		Application Diagnostics
		<b>GSSC Employee Self-Service, BIS Business Group</b>
		GSSC HR HRMS Manager, BIS Business Group
		GSSC HR Professional, BIS Business Group
		System Administrator

**Selected to Display**

✓TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.  
 ✓TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select	Move			Description	Responsibility	URL	Open in New Window
	Up	Down	Favorite				
	No results found.						

Add URL Cancel Apply

4. Click Go to display a list of functions within the selected responsibility:

Customize Favorites Cancel Apply

---

**Search and Select**

Function Prompt  Responsibility  Go

Description


Select Functions: Add Previous 1-10 of 19 Next 9

[Select All](#) | [Select None](#)

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input type="checkbox"/> All Actions Awaiting Your Attention	Suspended Actions		GSSC Employee Self-Service
<input type="checkbox"/> Personal Information	Personal Information		GSSC Employee Self-Service
<input type="checkbox"/> My Information	My Information: Person Details		GSSC Employee Self-Service
<input type="checkbox"/> Salary Bank Details	Manage Payroll Payments		GSSC Employee Self-Service
<input type="checkbox"/> Attendance Management	GSSC Absence Management		GSSC Employee Self-Service
<input type="checkbox"/> Performance Management	Employee: Performance Management Page		GSSC Employee Self-Service
<input type="checkbox"/> Appraisals	GSSC Employee: My Appraisals Page		GSSC Employee Self-Service
<input type="checkbox"/> Immigration	GSSC EIT Immigration ESS		GSSC Employee Self-Service
<input type="checkbox"/> Relocation	GSSC EIT Relocation ESS		GSSC Employee Self-Service
<input type="checkbox"/> Exit Interview	GSSC EIT Exit Interview ESS		GSSC Employee Self-Service

Select Functions: Add Previous 1-10 of 19 Next 9

5. Select the desired function or functions

6. Once the desired functions have been selected click 

Customize Favorites

---

**Search and Select**

Function Prompt  Responsibility GSSC Employee Self-Service, BIS Business Group

Description

Select Functions:  Previous 1-10 of 19 Next 9

[Select All](#) | [Select None](#)

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> All Actions Awaiting Your Attention	Suspended Actions		GSSC Employee Self-Service
<input checked="" type="checkbox"/> Personal Information	Personal Information		GSSC Employee Self-Service
<input type="checkbox"/> My Information	My Information: Person Details		GSSC Employee Self-Service
<input type="checkbox"/> Salary Bank Details	Manage Payroll Payments		GSSC Employee Self-Service
<input type="checkbox"/> Attendance Management	GSSC Absence Management		GSSC Employee Self-Service
<input type="checkbox"/> Performance Management	Employee: Performance Management Page		GSSC Employee Self-Service
<input type="checkbox"/> Appraisals	GSSC Employee: My Appraisals Page		GSSC Employee Self-Service
<input type="checkbox"/> Immigration	GSSC EIT Immigration ESS		GSSC Employee Self-Service
<input type="checkbox"/> Relocation	GSSC EIT Relocation ESS		GSSC Employee Self-Service
<input type="checkbox"/> Exit Interview	GSSC EIT Exit Interview ESS		GSSC Employee Self-Service

Select Functions:  Previous 1-10 of 19 Next 9

7. This screen displays all functions now selected

8. Click  to save

**Selected to Display**

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.  
 TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites:

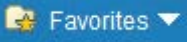
[Select All](#) | [Select None](#)

Move		Favorite	Description	Responsibility	URL	Open in New Window
Select	Up	Down				
<input type="checkbox"/>			All Actions Awaiting Your	Suspended Actions	GSSC Employee Self-Service	<input type="checkbox"/>
<input type="checkbox"/>			Personal Information (GS	Personal Information	GSSC Employee Self-Service	<input type="checkbox"/>
<input type="checkbox"/>			Salary Bank Details (GSS	Manage Payroll Payments	GSSC Employee Self-Service	<input type="checkbox"/>
<input type="checkbox"/>			Assignment History (GSS	GSSC EIT Asg History ESS	GSSC Employee Self-Service	<input type="checkbox"/>

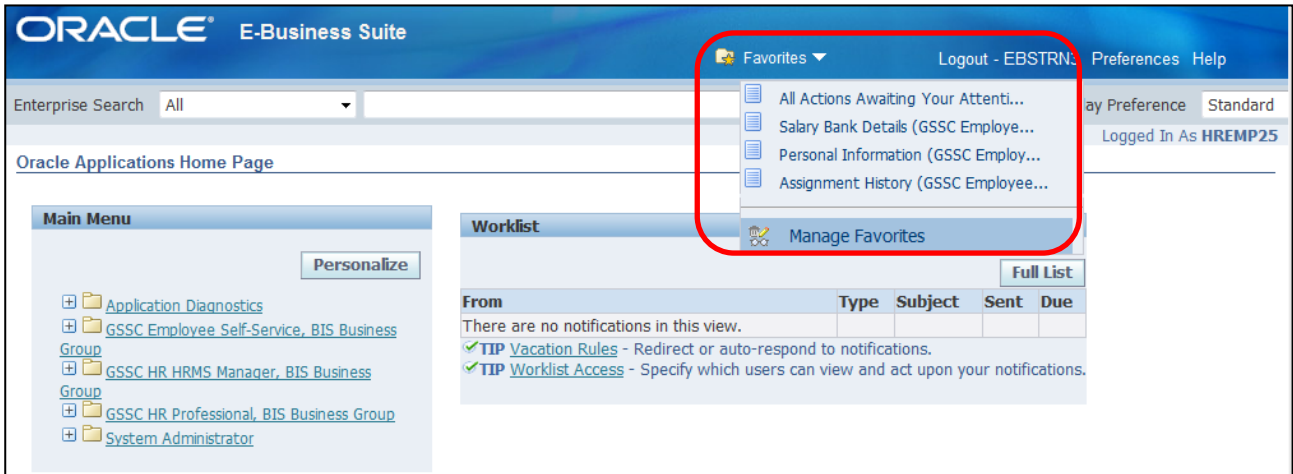


**Action Note:**

You can change the order in which the favourites are listed, by using the up and down arrows.

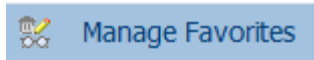
9. To view favourites click on 

10. This screen displays a list of **Favourites** selected:



**Learning Note:**

You can click on the relevant option as a shortcut to the required function.



11. To remove a favourite click

12. Select the favourite you wish to remove

13. Click 

14. Click  to save



## 3 Attendance Management

### 3.1 Requesting Annual Leave



**Caution Note:**

This guidance does not apply to staff working for **INSS**.

**(N) GSSC Employee Self-Service, BIS Business Group > Attendance Management**

The screenshot displays the Oracle Applications Home Page. On the left, the 'Main Menu' is visible, with a 'Personalize' button. The menu items are: Application Diagnostics, GSSC Employee Self-Service, BIS Business Group, All Actions Awaiting Your Attention, Personal Information, My Information, Salary Bank Details, **Attendance Management** (highlighted with a red box), Performance Management, and Appraisals. On the right, the 'Worklist' section is shown, featuring a 'Full List' button and a table with columns: From, Type, Subject, Sent, and Due. Below the table, it states 'There are no notifications in this view.' and includes 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.'

15. The **Attendance Management: Summary** screen is displayed

**Attendance Management: Summary**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

**Absence Summary** **Entitlement Balances**

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
 Approval Status  (example: 15-Feb-2013)  
 End Date

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
04-Jul-2013	18-Jul-2013	Annual Leave Days	11		Pending Approval		
08-Apr-2013	12-Apr-2013	Annual Leave Days	5		Approved		
11-Feb-2013	13-Feb-2013	Sickness	3		Pending Approval		
04-Feb-2013	06-Feb-2013	Annual Leave Days	3		Approved		
01-Feb-2013	01-Feb-2013	Sickness	1		Approved		
21-Jan-2013	22-Jan-2013	Sickness	2		Approved		
10-Jan-2013	17-Jan-2013	Pandemic	8		Approved		

16. To check your leave balance, click **Entitlement Balances**

17. You will then be able to view details of your initial leave entitlement, the amount taken, the amount booked and the amount remaining.

[https://ebs.sit.ukpbs.co.uk/OA\\_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceHome](https://ebs.sit.ukpbs.co.uk/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceHome)

File Edit View Favorites Tools Help

UK SBS Policies ServiceNow UK SBS ROE Portal UK SBS Teamsite ServiceNow Incident Santa's Grotto

**UKSBS** GSSC Employee Self-Service  
Shared Business Services

**Attendance Management: Summary**

Employee Name   
Employee Number

**Absence Summary** **Entitlement Balances**

Hide Accrual Balances

TIP The accrual balances are as of: 08-Apr-2020.

BIS Annual Leave Scheme Days

Annual Leave Initial Balance	<b>27.13</b>
Annual Leave Taken	<b>1</b>
Annual Leave Booked	<b>0</b>
Annual Leave Remaining	<b>26.13</b>

18. Return to the **Attendance Management Summary** screen.

19. Click **Create Absence**

**Attendance Management: Summary**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
 Approval Status  End Date    
(example: 27-Jan-2013)

**Create Absence**

Start Date	End Date	Absence Type	Duration	Days	Hours	Approval Status	Details	Update
No results found.								

**Learning Note:**



All types of leave are requested in the same way and are determined by the Absence Type.

The search boxes can be used to find a particular absence, or to see any outstanding requests.

Note the Start and End date fields can be used to find a specific absence with those start/end dates but NOT an absence between those dates.

The Entitlements tab will display your current leave balance, including any absences not yet taken.

20. Click on the **Absence Type** drop down arrow to view **Absence Reason** and select the required option:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence by working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status **Confirmed**

\* Absence Type

Absence Reason **Annual Leave Days**

Duration   Start Time    
4-Sep-2013 HH:MM (12:00-11:59)  
 End Time

Sun	Mon	Tue	Wed	Thu
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	<b>24</b>	25	26
29	30	1	2	3

**Days**  **Hours**

**Total**

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

**Action Note:**

If you are **Full Time** you will need to record your Annual Leave in **days**, and if you are **Part Time** you will need to record your leave in **hours**.

21. Enter the **Start Date** and **End Date** for the absence:

Create Absence: Enter Absence Details

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type Annual Leave Days  
Flexi leave and TOIL are not administered within this system.

Absence Reason Annual Leave Days

Duration \* Start Date    
(example: 27-Jan-2013)  
End Date

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

**TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days

Total   **TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

22. The **Calculate Duration** button does not work on this version of Oracle, so in this example of a full time employee, you would need to manually enter the total days in the total field.

**Caution Note:**

Public and privilege days are currently not maintained within the system.

**Action Note:**

Leave can be booked as part days when less than a half or full day – when manually entering part days, amounts should be entered to 2 decimals (rounded up on second decimal)



**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type Annual Leave Days  
Flexi leave and TOIL are not administered within this system.

Absence Reason Annual Leave Days

Duration

\* Start Date 19-Feb-2013   
(example: 27-Jan-2013)

End Date 19-Feb-2013

**TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

**Total**

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

February		2013				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

23. Click

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type Annual Leave Days  
Flexi leave and TOIL are not administered within this system.

Absence Reason Annual Leave Days

Duration

\* Start Date 19-Feb-2013   
(example: 27-Jan-2013)

End Date 19-Feb-2013

**TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

**Total**

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

February		2013				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

24. This screen will display a summary of your proposed annual leave days

25. Click 

Create Absence: Review

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

---

**Absence Details**


✓ **TIP** Please bear in mind when authorising this absence that sickness absence should not overlap with any other absence type.

**Proposed**

<b>Absence Type</b>	Annual Leave Days
<b>Absence Reason</b>	Annual Leave Days
<b>Start Date</b>	19-Feb-2013
<b>End Date</b>	19-Feb-2013
<b>Days</b>	1

---

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	Lord, Emma	HR People	1	Approver		

[Add Adhoc Approver](#)

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

### Learning Note:

Absences submitted will be listed in Absence Summary.

The approval status is pending approval and the update pencil icon is greyed out.

You are unable to update the absence until it has been approved by your manager.

Once the absence has been approved, it can only be deleted by your Line Manager up to the date of the absence. After that date, you will need to contact UK SBS HR via iSupport.

You can also add an **Ad hoc Approver** if you require an additional person to view and approve the annual leave.



26. You will receive **Confirmation** that your request has been submitted to your Line Manager for approval

27. Click [Home](#) to return to the **Employee Self Service** menu:

**ORACLE** GSSC Employee Self-Service

Home Logout - EBSTRN3 Preferences Help

Confirmation  
The changes have been submitted for approval.

**Attendance Management: Summary**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Absence Summary Entitlement Balances

Search

Note that the search is case insensitive

Absence Type  Start Date  (example: 27-Jan-2013)  
Approval Status  End Date

Go Clear

Create Absence

Start Date	End Date	Absence Type	Duration	Days	Hours	Approval Status	Details	Update
19-Feb-2013	19-Feb-2013	Annual Leave Days	1			Pending Approval		

28. A **Notification** will now appear in your **Worklist**:

Enterprise Search All Go Search Results Display Preference Standard  
Logged In As HREMP25

Oracle Applications Home Page

Main Menu Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information

Worklist Full List

From	Type	Subject	Sent	Due
SYSADMIN HR		<a href="#">Leave of Absence has been forwarded for approval to Lord, Emma</a>	11-Feb-2013	
	TIP	Vacation Rules - Redirect or auto-respond to notifications.		
	TIP	Worklist Access - Specify which users can view and act upon your notifications.		

29. To view the **Notification** click on the link. The information screen will be displayed.

30. Click [OK](#) to close the notification and return to the **Employee Self Service** menu:

Information  
This notification does not require a response.

Leave of Absence has been forwarded for approval to Lord, Emma

OK Reassign Request Information

From **SYSADMIN**  
To **Mistry, Sal**  
Sent **11-Feb-2013 10:43:06**  
ID **1332**

**Action History**

Sequence	Name	Action	Date	Notes
1	Mistry, Sal	Submit	11-Feb-2013	
2	Lord, Emma	Pending	11-Feb-2013	

## 3.2 Requesting Special Leave (Paid and Unpaid)

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Attendance Management

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management**
  - Performance Management
  - Appraisals

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. The **Attendance Management Summary** screen is displayed

2. Click **Create Absence**

Attendance Management: Summary

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

Search

Note that the search is case insensitive

Absence Type  Start Date    
Approval Status  End Date    
(example: 27-Jan-2013)

**Create Absence**

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
19-Feb-2013	19-Feb-2013	Annual Leave Days	1		Pending Approval		

3. Click the **Absence Type** drop-down arrow and select the relevant option:

Create Absence: Enter Absence Details

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type **Special Leave Paid** (highlighted with a red box)  
Special Leave Unpaid and Industrial Action are not administered within this system.

Absence Reason **Annual Leave Days**  
 Duration Industrial Action Start Time  
 Pandemic  
 Sickness (4-Sep-2013) End Time HH:MM (12:00-11:59)

**Special Leave Paid** (highlighted with a red box)  
 Unauthorised Leave

Days Hours  
 Total

Calculate Duration  
 TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

July		2013		
Sun	Mon	Tue	Wed	Thu
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

4. Click the **Absence Reason** drop-down arrow and select the relevant option:

Create Absence: Enter Absence Details

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type **Special Leave Paid**  
Special Leave Unpaid and Industrial Action are not administered within this system.

Absence Reason **Child Care** (highlighted with a red box)  
Special Leave Unpaid and Industrial Action are not administered within this system.

Duration \* Start Date (example: 27-Jan-2013) Start Time  
 End Date End Time HH:MM (12:00-11:59)

TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days Hours  
 Total

Calculate Duration  
 TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

February		2013				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

5. Enter the **Start** and **End dates** for the absence

6. Click **Calculate Duration**

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence by working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type Special Leave Paid  
Flexi leave and TOIL are not administered within this system.

Absence Reason Child Care

Duration

\* Start Date **04-Mar-2013** Start Time  
(example: 27-Jan-2013) HH:MM (12:00-11:59)

End Date **04-Mar-2013** End Time

February 2013

Sun	Mon	Tue	Wed	Thu
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

✓ **TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days Hours

**Calculate Duration**

✓ **TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Total

#### Action Note:

The system should automatically calculate the duration of your absence based on your working pattern.



Is it possible to overtype the Total which will be necessary in the following situations:

- 1) The period of leave you are requesting contains public/privilege days
- 2) You are not requesting full days/hours

If the total is incorrect and one of the above does not apply you will need to raise a Service Request with UK SBS HR via iSupport (see section 9.1).

7. Click 

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type **Special Leave Paid**  
Flexi leave and TOIL are not administered within this system.

Absence Reason **Child Care**

Duration

\* Start Date **04-Mar-2013** Start Time   
(example: 27-Jan-2013)

End Date **04-Mar-2013** End Time

**TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days		Hours	
Total	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

February 2013  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

8. The **Create Absence Review** screen is displayed

9. Click 

**Create Absence: Review**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

---

**Absence Details**

**TIP** Please bear in mind when authorising this absence that sickness absence should not overlap with any other absence type.

**Proposed**

<b>Absence Type</b>	Special Leave Paid
<b>Absence Reason</b>	Child Care
<b>Start Date</b>	04-Mar-2013
<b>End Date</b>	04-Mar-2013
<b>Days</b>	1

---

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	Lord, Emma	HR People	1	Approver		

[Add Adhoc Approver](#)

10. The **Confirmation** screen is displayed

11. Click [Home](#) to return to the **Employee Self Service** menu

**ORACLE** GSSC Employee Self-Service

Confirmation  
The changes have been submitted for approval.

**Attendance Management: Summary**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
Approval Status  End Date  (example: 27-Jan-2013)

Start Date	End Date	Absence Type	Duration Days Hours	Approval Status	Details	Update
04-Mar-2013	04-Mar-2013	Special Leave Paid	1	Pending Approval		
19-Feb-2013	19-Feb-2013	Annual Leave Days	1	Pending Approval		

### Learning Note:

Absences submitted will be listed in Absence Summary.

The approval status is pending approval and the update pencil icon is greyed out.

You are unable to update the absence until it has been approved by your manager.

Once the absence has been approved, it can only be deleted by your Line Manager up to the date of the absence. After that date, you will need to contact UK SBS HR via iSupport (see section 9.1)



12. A **Notification** will now appear in your **Worklist**

13. To view your **Notification** click on the link:

Oracle Applications Home Page

**Main Menu**

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information

**Worklist**

From	Type	Subject	Sent	Due
SYSADMIN HR		Leave of Absence has been forwarded for approval to Lord, Emma	11-Feb-2013	

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

**TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



14. The information screen will give details of your notification

15. Click **OK** to close the notification and return to the **Employee Self Service** menu:

**Information**  
This notification does not require a response.

Leave of Absence has been forwarded for approval to Lord, Emma

**OK** Reassign Request Information

From **SYSADMIN**  
To **Mistry, Sal**  
Sent **11-Feb-2013 12:44:13**  
ID **1334**

**Action History**

Sequence	Name	Action	Date	Notes
1	Mistry, Sal	Submit	11-Feb-2013	
2	Lord, Emma	Pending	11-Feb-2013	

[Return to Worklist](#) **OK** Reassign Request Information

## 3.2 Requesting Maternity/Paternity Leave



**Caution Note:**

Maternity, Paternity, Additional Paternity, Parental and Adoption Leave is an off-system request process and is therefore not requested through Employee Self Service.



**Learning Note:**

Further guidance on the Maternity, Paternity and Adoption Leave process can be found on the Intranet.

### 3.3 Responding to a request for further information

#### (N) Oracle Home page > Worklist



#### Learning Note:

All notifications will appear in your worklist on your Oracle Applications Home Page.

#### 1. Click on the **Notification** in your **Worklist**:

Oracle Applications Home Page

**Main Menu**

[Personalize](#)

- ⊕ Application Diagnostics
- ⊕ GSSC Employee Self-Service, BIS Business Group
- ⊕ GSSC HR HRMS Manager, BIS Business Group
- ⊕ GSSC HR Professional, BIS Business Group
- ⊕ System Administrator

**Worklist** [Full List](#)

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Leave of Absence for Mistry, Sal has been approved.</a>	12-Feb-2013	
SYSADMIN	HR	<a href="#">rejected your Leave of Absence changes for Mistry, Sal</a>	12-Feb-2013	
SYSADMIN	HR	<a href="#">Leave of Absence for Mistry, Sal has been approved.</a>	12-Feb-2013	
Lord, Emma	HR	<a href="#">More Information Requested: Leave of Absence for Mistry, Sal</a>	11-Feb-2013	14-Feb-2013

✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
 ✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

#### 2. Full details of the request are displayed:

Oracle Applications Home Page >

**More Information Requested: Leave of Absence for Mistry, Sal**

From **Lord, Emma** Attachments

To **Mistry, Sal**

Sent **11-Feb-2013 12:44:13**

Due **14-Feb-2013 12:44:13**

ID **1335**

Employee Name **Mistry, Sal** Organization Email Address

Employee Number **11** Business Group **BIS Business Group**

---

**Absence Details**

Proposed	
<b>Absence Status</b>	Confirmed
<b>Absence Type</b>	Special Leave Paid
<b>Absence Category</b>	Special Leave
<b>Absence Reason</b>	Child Care
<b>Start Date</b>	04-Mar-2013
<b>End Date</b>	04-Mar-2013
<b>Days</b>	1

3. Comments from the **Line Manager** are displayed within the **Response** section:

Action History				
Sequence Name	Action	Date	Notes	
1	Mistry, Sal	Submit	11-Feb-2013	
2	Mistry, Sal	Pending	11-Feb-2013	
3	Lord, Emma	Question	12-Feb-2013	Hi please can you arrange a meeting for us to discuss this request further. Thank you.

**Response**

User Lord, Emma has requested more information.

Question **Hi please can you arrange a meeting for us to discuss this request further. Thank you.**

Answer

[Return to Worklist](#)

4. Enter your response in the **Answer** field, and click on

**Response**

User Lord, Emma has requested more information.

Question **Hi please can you arrange a meeting for us to discuss this request further. Thank you.**

Answer

I have sent you an appointment and booked a meeting room for tomorrow at 10am. Thank you.

[Return to Worklist](#)

5. The notification will automatically be sent back to your Line Manager, if any additional information is required you will receive a further notification in your worklist

### 3.4 Closing a Sickness Absence (Created by your Manager)

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Attendance Management

Oracle Applications Home Page

**Main Menu**

Personalize


- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management**
  - Performance Management

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. The **Attendance Management: Summary** screen is displayed.

2. Click on the **Update** icon  next to the open sickness absence:



**Attendance Management: Summary**











Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

**Search**

Note that the search is case insensitive

Absence Type  Start Date    
Approval Status  (example: 19-Feb-2013)  
End Date  

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
07-May-2013	08-May-2013	Parental Leave	2		Pending Approval		
04-Mar-2013	04-Mar-2013	Special Leave Paid	1		Approved		
15-Feb-2013		Sickness			Approved		
13-Feb-2013	13-Feb-2013	Sickness	1		Approved		
07-Jan-2013	07-Jan-2013	Sickness	1		Approved		



**Caution Note:**

Sickness absence should be closed by the Employee on their return to work. Failing to close the absence may have an impact on the Employee's salary.

3. The **Update Absence: Enter Absence** Details screen is displayed
4. Enter the last day of sickness into the **End Date** field

**Action Note:**

The Absence End date will be the last day of sickness.

5. Click on **Calculate Duration**
6. The total number of days/hours of leave taken is displayed:

**Update Absence: Enter Absence Details**

Employee Name **Mistry, Sal**      Organization Email Address  
 Employee Number **11**      Business Group **BIS Business Group**

You can update the dates and supporting information for this absence request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
 Absence Type Sickness  
 Absence Category Sickness  
 Absence Reason Back Problems

Duration

\* Start Date 15-Feb-2013      Start Time  
(example: 19-Feb-2013)      HH:MM (12:00-11:59)  
 End Date 15-Feb-2013      End Time

✓ TIP Start Date is required.

Days	Hours
Total	1

Please click here if Absence Type is Sickness | Sickness ▾

February 2013  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2

**Learning Note:**

If the **Absence Reason** or **Start Date** has been recorded incorrectly, this can be changed here.

All Sickness Absences are always in calculated in days.

If the absence traverses a weekend, these days should be included; for example, a sickness absence from Friday to Monday inclusive is 4 days.

Oracle will ALWAYS include the weekends from a sickness pay perspective.

**Learning Note:**

The **Return to Work Interview** will be completed by the Manager.

These fields will become populated once the Manager approves the Absence.



7. Click 

Please click here if Absence Type is Sickness Sickness

Medical Certificate Submitted

Certificate Start Date

Certificate End Date

Absence related to

Reported to Health and Safety?ed to OHS

Return to Work Interview

Interview Date

Follow up medical appointments required

If yes please add detail

Any reasonable adjustments required

Occupational Health considered?

Occupational Health appointment date

Any other matters relating to the absence

**View Entitlement Balances**


**View Entitlement Balances...**

Optionally, enter any Sickness Evidence details


Evidence Source	Status	Dated	Update	Delete
No results found.				



**Caution Note:**

An error message maybe displayed; if so verify that the correct absence duration is displayed, then click on  to continue.

8. This screen shows the summary of the proposed sickness absence, the changes are highlighted with a blue circle

9. Click  to save and send the request to your **Line Manager** for approval



**Update Absence: Review**

Employee Name **Mistry, Sal** Organization Email Address

Employee Number **11** Business Group **BIS Business Group**

**Absence Details**

✔ **TIP** Please bear in mind when authorising this absence that sickness absence should not overlap with any other absence type.

	Current	Proposed
<b>Absence Type</b>	Sickness	Sickness
<b>Absence Reason</b>	Back Problems	Back Problems
<b>Start Date</b>	15-Feb-2013	15-Feb-2013
<b>End Date</b>		15-Feb-2013 
<b>Days</b>		1 
<b>Please click here if Absence Type is Sickness</b>	Sickness	Sickness

**Approvers**

**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

10. The **Attendance Management: Summary** screen is displayed with your confirmation; your updated sickness request will now be displayed as **Pending Approval**:

**Confirmation**  
The changes have been submitted for approval.

**Attendance Management: Summary**

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

**Absence Summary** Entitlement Balances

Search

Note that the search is case insensitive

Absence Type  Start Date

Approval Status  End Date    
(example: 19-Feb-2013)

Start Date	End Date	Absence Type	Duration		Approval Status	Details	Update
			Days	Hours			
07-May-2013	08-May-2013	Parental Leave	2		Pending Approval		
04-Mar-2013	04-Mar-2013	Special Leave Paid	1		Approved		
15-Feb-2013	15-Feb-2013	Sickness	1		Pending Approval		
13-Feb-2013	13-Feb-2013	Sickness	1		Approved		
07-Jan-2013	07-Jan-2013	Sickness	1		Approved		

**Action Note:**

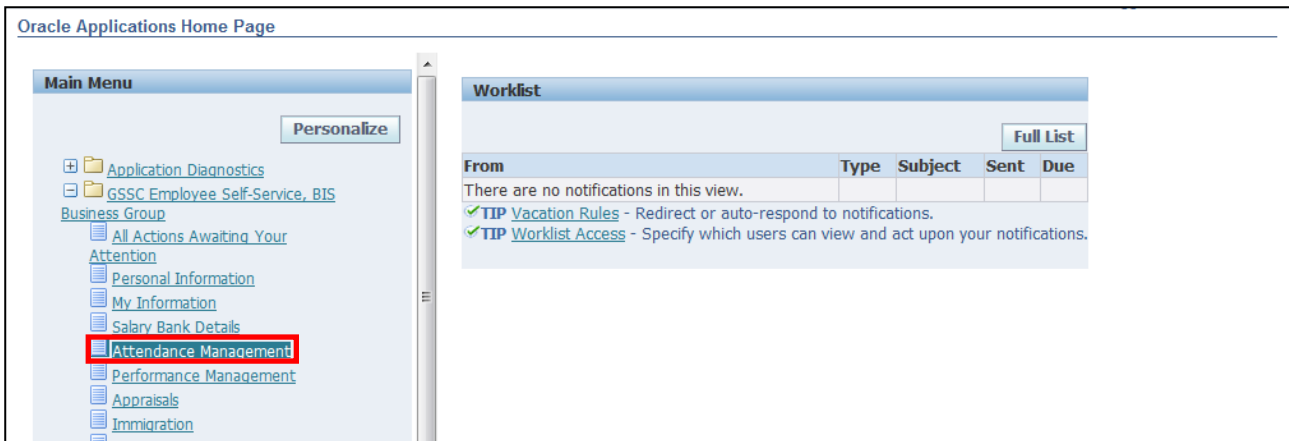
Supporting evidence for sick absences, such as Appointment letters and Fit Note/s, **must** be provided by raising an SR and attaching an electronic copy of the evidence to the SR following the [Raising Service Requests Quick Ref Guide](#).

11. Click [Home](#) to return to the **Employee Self Service** menu



### 3.5 Recording an Historic Sickness Absence

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Attendance management



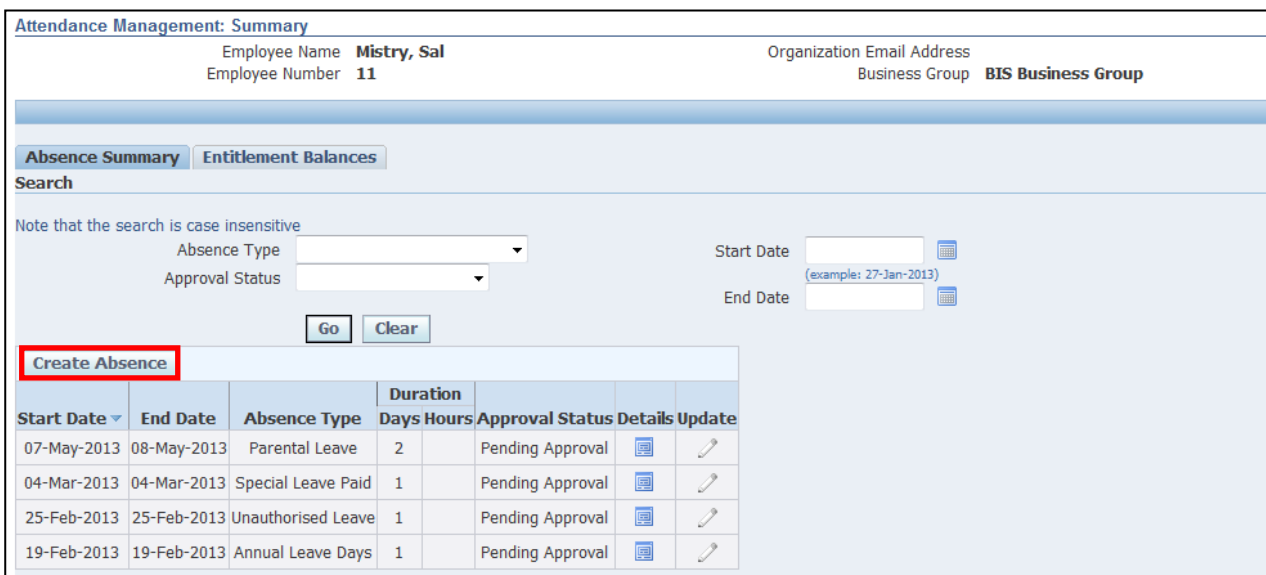

#### Learning Note:

Where possible your Line Manager should open a sickness absence on your behalf while you are out of the office.

Where this hasn't happened, you are able to record the absence on your return to work. This absence will then go to your Line Manager for approval in the usual way.

1. The **Attendance Management: Summary** screen is displayed

2. Click **Create Absence**



Start Date	End Date	Absence Type	Duration	Approval Status	Details	Update
07-May-2013	08-May-2013	Parental Leave	2	Pending Approval		
04-Mar-2013	04-Mar-2013	Special Leave Paid	1	Pending Approval		
25-Feb-2013	25-Feb-2013	Unauthorised Leave	1	Pending Approval		
19-Feb-2013	19-Feb-2013	Annual Leave Days	1	Pending Approval		

3. The **Create Absence: Enter Absence Detail** screen is displayed:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type

Absence Reason

Duration

\* Start Date  Start Time   
 (example: 27-Jan-2013) HH:MM (12:00-11:59)

End Date  End Time

**Days** **Hours**

Total

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2



**Caution Note:**

You are unable to record an historic sickness Absence if the date is prior to a later recorded Sickness Absence.

In this case, you will need to complete a form and send to UK SBS HR via iSupport (see section 9.1).

4. Click the **Absence Type** drop-down button and select **Sickness**:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.  
 \* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type

Absence Reason

Duration

\* Start Date  Start Time   
 (example: 27-Jan-2013) HH:MM (12:00-11:59)

End Date  End Time

**Days** **Hours**

Total

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

July 2013

Sun	Mon	Tue	Wed	Thu
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

5. Click the **Absence Reason** drop down button:

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type Sickness  
 Flexi leave and TOIL are not administered within this system.

Absence Reason Accident / Injury

Duration  
 \* Start Date  Start Time   
 (example: 27-Jan-2013) HH:MM (12:00-11:59)  
 End Date  End Time

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sa
27	28	29	30	31	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	1	2

**Calculate Duration**

Days Hours

Total

\* TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

\* TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

6. Select the appropriate **Absence Reason**:

**ORACLE GSSC Employee Self Service**

**Create Absence: Enter Absence Details**

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type Sickness  
 Flexi leave and TOIL are not administered within this system.

Absence Reason **Cold / Cough / Flu**

Duration  
 \* Start Date  Start Time   
 (example: 27-Jan-2013) HH:MM (12:00-11:59)  
 End Date  End Time

September 2013

Sun	Mon	Tue	Wed	Thu
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	1	2	3

**Calculate Duration**

Days Hours

Total

\* TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

\* TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

7. Enter the **Start** and **End** dates - select the last day you were out of the office



**Action Note:**

The Absence End date will be the last day of sickness.

8. Click

**Calculate Duration**

**Create Absence: Enter Absence Details** Cancel Save For Later Next

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
Please refer to the relevant policy for guidance.

\* Absence Type Sickness  
Flexi leave and TOIL are not administered within this system.

Absence Reason Cold / Cough / Flu

Duration

\* Start Date **17-Jan-2013** Start Time  
(example: 27-Jan-2013) HH:MM (12:00-11:59)

End Date **17-Jan-2013** End Time

**TIP** Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Sun	Mon	Tue	Wed	Thu	Fri
27	28	29	30	31	1
3	4	5	6	7	8
10	<b>11</b>	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	1

**Calculate Duration**

**Days** **Hours**

Total

**TIP** If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

**Learning Note:**



All Sickness Absences are always in calculated in days.

If the absence traverses a weekend, these days should be included; for example, a sickness absence from Friday to Monday inclusive is 4 days.

Oracle will ALWAYS include the weekends from a sickness pay perspective.

9. Click on the **Sickness** drop-down arrow, this must be selected every time you record a sickness absence

10. Select **Sickness**:

Create Absence: Enter Absence Details

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type **Sickness**  
 Flexi leave and TOIL are not administered within this system.

Absence Reason **Cold / Cough / Flu**

Duration  
 \* Start Date **07-Jan-2013** Start Time  
 End Date **07-Jan-2013** End Time

February 2013

Sun	Mon	Tue	Wed	Thu	Fri
27	28	29	30	31	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	1

✓ TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days Hours

Calculate Duration

✓ TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence as hours please enter any part hours as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

View Entitlement Balances **Sickness**

11. This screen will display the **Return to Work Questionnaire**:

12. Click **Next**

Create Absence: Enter Absence Details

Employee Name **Mistry, Sal** Organization Email Address  
 Employee Number **11** Business Group **BIS Business Group**

Select an absence type and enter the information you want to record for your request. The system will calculate sickness in calendar days and all other absence types in working days. Choose the calculate duration button to see the number of days or hours you are requesting.

\* Indicates required field

Absence Status Confirmed  
 Please refer to the relevant policy for guidance.

\* Absence Type **Sickness**  
 Flexi leave and TOIL are not administered within this system.

Absence Reason **Cold / Cough / Flu**

Duration  
 \* Start Date **07-Jan-2013** Start Time  
 End Date **07-Jan-2013** End Time

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

✓ TIP Start Date is required. Current legislation requires you to submit a medical certificate for all periods of sickness of 8 or more calendar days.

Days

Calculate Duration

✓ TIP If entering absence as days please enter any part day as a decimal eg one and a half days as 1.5 days. If entering absence in hours please do not enter start and end times. Enter the total duration manually in the Total/hours field, any part hours should be entered as a decimal eg 45 minutes as 0.75 hours.

Please click here if Absence Type is Sickness

Medical Certificate Submitted  
 Certificate Start Date  
 Certificate End Date  
 Absence related to  
 Reported to Health and Safety?  
 Return to Work Interview  
 Interview Date  
 Follow up medical appointments required  
 If yes please add detail  
 Any reasonable adjustments required  
 If yes please add detail  
 Occupational Health considered?  
 Occupational Health appointment date  
 Any other matters relating to the absence

View Entitlement Balances

View Entitlement Balances...

Cancel Save For Later **Next**

**Learning Note:**

The return to work questionnaire should be completed by your Line Manager on approving the sickness.

Once the Line Manager has completed the questionnaire you will be able to see the information by clicking on the details icon in the **Absence Summary**.

**Caution Note:**

An error message maybe displayed; if so verify that the correct absence duration is displayed, then click on **Next** to continue.

13. The **Create Absence: Review** screen is displayed

14. Click **Submit** to save and send the request to your **Line Manager** for approval:

Create Absence: Review

Employee Name **Mistry, Sal**      Organization Email Address  
Employee Number **11**      Business Group **BIS Business Group**

Cancel    Printable Page    Save For Later    Back    **Submit**

---

**Absence Details**

✓ **TIP** Please bear in mind when authorising this absence that sickness absence should not overlap with any other absence type.

**Proposed**

<b>Absence Type</b>	Sickness
<b>Absence Reason</b>	Cold / Cough / Flu
<b>Start Date</b>	07-Jan-2013
<b>End Date</b>	07-Jan-2013
<b>Days</b>	1
<b>Please click here if Absence Type is Sickness</b>	Sickness

---

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Lord, Emma	HR People	1	Approver		

+ Add Adhoc Approver

**Action Note:**

From here, you can either submit or go back to make further updates.

Note: Save for Later should only be used if you do not want to submit at this time. You must click Submit to action the changes.

15. The **Attendance Management: Summary** screen is displayed with your confirmation; your updated sickness request will now be displayed as **Pending Approval**

16. Click [Home](#) to return to the **Employee Self Service** menu:

**ORACLE** GSSC Employee Self-Service

Navigator Favorites **Home** Logout - EBSTRN3 Preferences Help

Confirmation  
The changes have been submitted for approval.

Attendance Management: Summary

Employee Name **Mistry, Sal** Organization Email Address  
Employee Number **11** Business Group **BIS Business Group**

Absence Summary Entitlement Balances

Search

Note that the search is case insensitive

Absence Type  Start Date  (example: 27-Jan-2013)  
Approval Status  End Date

Go Clear

Create Absence

Start Date	End Date	Absence Type	Duration Days Hours	Approval Status	Details	Update
07-May-2013	08-May-2013	Parental Leave	2	Pending Approval		
04-Mar-2013	04-Mar-2013	Special Leave Paid	1	Pending Approval		
25-Feb-2013	25-Feb-2013	Unauthorised Leave	1	Pending Approval		
19-Feb-2013	19-Feb-2013	Annual Leave Days	1	Pending Approval		
07-Jan-2013	07-Jan-2013	Sickness	1	Pending Approval		



**Action Note:**

Supporting evidence for sick absences, such as Appointment letters and Fit Note/s, **must** be provided by raising an SR and attaching an electronic copy of the evidence to the SR following the [Raising Service Requests Quick Ref Guide](#).

17. The **Notification** will now appear in your **Worklist**:

Oracle Applications Home Page

Main Menu Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration

Worklist Full List

From	Type	Subject	Sent	Due
SYSADMIN.HR		Leave of Absence has been forwarded for approval to Lord, Emma	11-Feb-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
TIP Worklist Access - Specify which users can view and act upon your notifications.

18. You will receive a further notification once your **Line Manager** has approved your request

## 4 Salary Advances

### 4.1 Season Ticket Advances

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Advance Requests

Oracle Applications Home Page

**Main Menu**

[Personalize](#)

- [-] Application Diagnostics
- [-] **GSSC Employee Self-Service, BIS Business Group**
- [-] GSSC HR HRMS Manager, BIS Business Group
- [-] GSSC SD HR Operational, BIS Business Group
- [-] System Administrator

**Worklist**

[Full List](#)

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. Click **Salary Advance Requests > Advance for Season Ticket Purchase:**

The screenshot shows a tree view of the Oracle Applications menu. The path 'Salary Advance Requests > Advance for Season Ticket Purchase' is highlighted with a red rectangular box.

2. This screen will list any existing **Season Ticket Advances** that have previously been applied for

3. Click [Add](#) to request your **Season Ticket Advance**:

Advance for Season Ticket Purchase: Extra Information

[Cancel](#)   [Save For Later](#)   [Back](#)   [Review and Submit](#)

Employee Name **Morley, Louise**   Organization Email Address

Employee Number **6**   Business Group **BIS Business Group**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Advance for Season Ticket Purchase**


Add

Select	Status	Cost of the ticket (in £)	Duration of the ticket (in months)	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (£ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
	No results found.									



**Caution Note:**

You can only apply for a **Season Ticket Advance** if your main transport to and from work is via Public Transport.

4. The Payroll cut-off date for the current payroll period will automatically populate
5. Enter the **Amount** of the **Season Ticket** in the **Cost of the ticket** field
6. Click on  next to the **Duration** of the ticket (in months) field:


**Advance for Season Ticket Purchase** Cancel Save

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by **23-JUN-2013**

\* Cost of the ticket (in £)


\* Duration of the ticket (in months)  

\* Advance Required (in £)

\* Month Advance Required  

Recovery Period (in months)

\* Defer Recovery Start by a month?

7. Click **Go** to reveal the full list of options
8. Click the **Quick Select** button  for the duration of the ticket:








**Search and Select: Duration of the ticket (in months)** 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   **Go**

**Results**

Select	Quick Select	Duration of the ticket (in months)	Description
<input type="radio"/>		10	
<input type="radio"/>		11	
<input type="radio"/>		12	
<input type="radio"/>		3	
<input type="radio"/>		4	
<input type="radio"/>		5	
<input type="radio"/>		6	

9. Enter the exact **Amount** of the advance required

10. Click  next to the **Month Advance Required** field:


**Advance for Season Ticket Purchase** Cancel Save

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 23-JUN-2013

\* Cost of the ticket (in £)

\* Duration of the ticket (in months)  


\* Advance Required (in £)

\* Month Advance Required  

\* Recovery Period (in months)

\* Defer Recovery Start by a month?

11. Click **Go** to reveal the full list of options.

12. Click the **Quick Select** button  for the month you wish to receive the advance payment:



**Search and Select: Month Advance Required** 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   **Go**

**Results**

Select	Quick Select	Month Advance Required
<input type="radio"/>		JULY-2013
<input type="radio"/>		AUGUST-2013
<input type="radio"/>		SEPTEMBER-2013



**Action Note:**

You can request a **Season Ticket Advance** up to two months before it is required.  
The system will determine which months are available for the advance to be paid.

13. Click  next to the **Recovery Period (in months)** field:


**Advance for Season Ticket Purchase** Cancel Save

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.


For advance to be paid in the next salary payment, submit requests on or by 23-JUN-2013

\* Cost of the ticket (in £) 2300

\* Duration of the ticket (in months) 12 


\* Advance Required (in £) 2300

\* Month Advance Required AUGUST-2013 

\* Recovery Period (in months)  **12**

\* Defer Recovery Start by a month?

14. Click **Go** to reveal the full list of options

15. Click the **Quick Select** button  for the relevant number of months over which you require the recoveries to be deducted:




**Search and Select: Recovery Period (in months)** 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 Recovery Period (in months)  **Go**

**Results**

Select	Quick Select	Recovery Period (in months)	Description
<input type="radio"/>		10	
<input type="radio"/>		11	
<input type="radio"/>	 <b>12</b>	12	



**Caution Note:**

The recovery/repayment period selected (including any deferral) must be equal to or less than the duration of the Season Ticket.


You can only have one **Season Ticket Advance** outstanding at any single time.



**Learning Note:**

You can request the recovery of your advance to be deferred by a month.

16. Click the **Defer Recovery Start by a month** drop-down arrow and select the relevant option

17. Click  to return to the **Overview** screen:

**Advance for Season Ticket Purchase**

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 23-JUN-2013

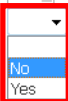
\* Cost of the ticket (in £) 2300

\* Duration of the ticket (in months) 12



\* Advance Required (in £) 2300

\* Month Advance Required AUGUST-2013

\* Recovery Period (in months) 12

\* Defer Recovery Start by a month? 

**Note:**

18. The request for the **Season Ticket Advance** is now displayed

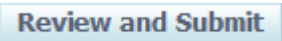


**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

19. Click






**Advance for Season Ticket Purchase: Extra Information**

Employee Name **Morley, Louise** Organization Email Address  
Employee Number **6** Business Group **BIS Business Group**


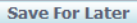

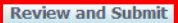
**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Advance for Season Ticket Purchase**

Select Object:   | 

Select Status	Cost of the ticket (in £)	Duration of the ticket (in months)	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (£ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
<input checked="" type="radio"/> New	2300.00	12	2300.00	AUGUST-2013	12	191.67	No	AUGUST-2013	JULY-2014



**Learning Note:**

This screen will display your **Season Ticket Advance** request.

From here you can see the monthly recovery amount and when repayment will start and end.

If you need to change your request you can click **Back** to amend details before submitting.

20. This screen will display your proposed changes

21. Click 

**Advance for Season Ticket Purchase: Review**

Employee Name **Morley, Louise**      Organization Email Address  
 Employee Number **6**      Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Advance for Season Ticket Purchase**

	Proposed
Cost of the ticket (in £)	2300.00
Duration of the ticket (in months)	12
Advance Required (in £)	2300.00
Month Advance Required	AUGUST-2013
Recovery Period (in months)	12
Recovery Amount (£ per month)	191.67
Start of Recovery	AUGUST-2013
End of Recovery	JULY-2014

Cancel    Printable Page    Save For Later    Back    **Submit**

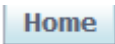
**Caution Note:**



This screen will display your proposed request. Make sure everything is correct before submitting.


Once this has been submitted it will go directly to UK SBS Payroll and can only be changed via a Service Request through iSupport (see section 9.1).

There is no Line Manager approval.

22. Click  to return to the **Employee Self Service** menu

**Confirmation**

Your changes have been applied.





Home    Logout - EBSTRN1    Preferences    Help

Privacy Statement      Copyright (c) 2006, Oracle. All rights reserved.

23. The **Advance** for your **Season Ticket** will now be visible in your **Worklist**.

24. Click the **Notification** to view further details:


Worklist				
From	Type	Subject	Sent	Due
	GSSC Salary Advances	<a href="#">Advance for Season Ticket Purchase - Request confirmation</a>	26-Jun-2013	
 <b>TIP</b> <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
 <b>TIP</b> <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				




### Learning Note:

This screen will display your request confirmation, detailing the amount of the **Season Ticket Advance** requested and the amount to be recovered each month.

25. Click  to return to the **Employee Self Service** menu:

 **Information**  
This notification does not require a response.


---

**Advance for Season Ticket Purchase - Request confirmation** 

To **Morley, Louise**  
Sent **26-Jun-2013 14:13:04**  
ID **1038**

The Salary Advance request for GBP 2,300.00 has been created. The advance will be made in August .

The recovery of the advance will start in August . The recovery will be an amount of GBP 191.67 per month for 12 months.

[Return to Worklist](#) 

## 4.2 Car Park Advances

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Advance Requests

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

#### 1. Click **Salary Advance Requests > Advance for Car park Ticket Purchase**:

The screenshot shows a tree view of the Oracle Applications menu. The path is: Salary Advance Requests > Advance for Carpark Ticket Purchase. The 'Advance for Carpark Ticket Purchase' item is highlighted with a red rectangular box.

#### 2. This screen will list any existing **Car Park Ticket Advances** that have previously been applied for.

#### 3. Click **Add** to request your **Car Park Ticket Advance**:

**Advance for Carpark Ticket Purchase: Extra Information**

Employee Name **Morley, Louise**

Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)

Business Group **BIS Business Group**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.


**Advance for Car Park Ticket Purchase**

Add

Select	Status	Cost of the Ticket (in £)	Duration of the Ticket (in months)	Advance Required (in £)	Month Advance Required	Recovery Amount (in £ per month)	Recovery Period (in months)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
	No results found.									

**Caution Note:**

You can only apply for a **Car park Ticket Advance** if your main transport to and from work is via a motorised vehicle.

4. The Payroll cut-off date for the current payroll period will automatically populate
5. Enter the **Amount** of the Car park Ticket in the **Cost of the ticket** field
6. Click  next to the **Duration of the ticket (in months)** field:


**Advance for Car Park Ticket Purchase**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by **24-JUL-2013**

\* Cost of the Ticket (in £)


\* Duration of the Ticket (in months)  

\* Advance Required (in £)

\* Month Advance Required  

Recovery Period (in months)

\* Defer Recovery Start by a month?

7. Click **Go** to reveal the full list of options
8. Click the **Quick Select** button  for the duration of the ticket:








**Search and Select: Duration of the ticket (in months)**

**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	Duration of the ticket (in months)	Description
<input type="radio"/>		10	
<input type="radio"/>		11	
<input type="radio"/>		12	
<input type="radio"/>		3	
<input type="radio"/>		4	
<input type="radio"/>		5	
<input type="radio"/>		6	



9. Enter the exact **Amount** of the advance required

10. Click  next to the **Month Advance Required** field:


**Advance for Car Park Ticket Purchase**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bjs.gsi.gov.uk](mailto:louise.morley@bjs.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 24-JUL-2013

\* Cost of the Ticket (in £)

\* Duration of the Ticket (in months)  

\* Advance Required (in £)

\* Month Advance Required  

\* Recovery Period (in months)

\* Defer Recovery Start by a month?

11. Click **Go** to reveal the full list of options




12. Click the **Quick Select** button  for the month you wish to receive the advance payment:

**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	Month Advance Required
<input type="radio"/>		AUGUST-2013
<input type="radio"/>		SEPTEMBER-2013
<input type="radio"/>		OCTOBER-2013



**Action Note:**

You can request a **Car Park Ticket Advance** up to two months before it is required.  
 The system will determine which months are available for the advance to be paid.

13. Click on  next to the **Recovery Period (in months)** field:


**Advance for Car Park Ticket Purchase**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.


For advance to be paid in the next salary payment, submit requests on or by 24-JUL-2013

\* Cost of the Ticket (in £)

\* Duration of the Ticket (in months)  


\* Advance Required (in £)

\* Month Advance Required  

\* Recovery Period (in months)   12

\* Defer Recovery Start by a month?

14. Click **Go** to reveal the full list of options

15. Click the **Quick Select** button  for the relevant number of months over which you require the recoveries to be deducted:









**Search and Select: Recovery Period (in months)**

**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   Go

**Results**

Select	Quick Select	Recovery Period (in months)	Description
<input type="radio"/>		10	
<input type="radio"/>		11	
<input type="radio"/>		12	
<input type="radio"/>		3	
<input type="radio"/>		4	
<input type="radio"/>		5	
<input type="radio"/>	<span style="border: 1px solid red; padding: 2px;"></span>	6	
<input type="radio"/>		7	



**Caution Note:**

The recovery/repayment period selected (including any deferral) must be equal to or less than the duration of the Car park Ticket.

You can only have one **Car Park Ticket Advance** outstanding at any single time.

**Learning Note:**

You can request the recovery of your advance to be deferred by a month.

16. Click the **Defer Recovery Start by a month** drop-down arrow and select the relevant option.

17. Click

**Save**

**Advance for Car Park Ticket Purchase**

Employee Name **Morley, Louise**      Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6**      Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 24-JUL-2013

- \* Cost of the Ticket (in £)
- \* Duration of the Ticket (in months)
- \* Advance Required (in £)
- \* Month Advance Required
- \* Recovery Period (in months)
- \* Defer Recovery Start by a month?

**Note:**

18. The request for the **Car Park Ticket Advance** is now displayed.

**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

19. Click

**Review and Submit**

Advance for Carpark Ticket Purchase: Extra Information

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**Cancel** **Save For Later** **Back** **Review and Submit**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

Advance for Car Park Ticket Purchase

Select Object: **Delete** **Update** | **Add**

Select Status	Cost of the Ticket (in £)	Duration of the Ticket (in months)	Advance Required (in £)	Month Advance Required	Recovery Amount (in £ per month)	Recovery Period (in months)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
<input checked="" type="radio"/> New	1390	12	1390	OCTOBER-2013	231.67	6	Yes	NOVEMBER-2013	APRIL-2014

**Cancel** **Save For Later** **Back** **Review and Submit**

**Learning Note:**

This screen will display your **Car Park Ticket Advance** request.

From here you can see the monthly recovery amount and when repayment will start and end.

If you need to change your request you can click **Back** to amend details before submitting.

20. This screen will display your proposed changes

21. Click

**Submit**

Advance for Carpark Ticket Purchase: Review

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**Cancel** **Printable Page** **Save For Later** **Back** **Submit**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

Advance for Car Park Ticket Purchase

Proposed	
Cost of the Ticket (in £)	1390
Duration of the Ticket (in months)	12
Advance Required (in £)	1390
Month Advance Required	OCTOBER-2013
Recovery Amount (in £ per month)	231.67
Recovery Period (in months)	6
Start of Recovery	NOVEMBER-2013
End of Recovery	APRIL-2014


**Cancel** **Printable Page** **Save For Later** **Back** **Submit**

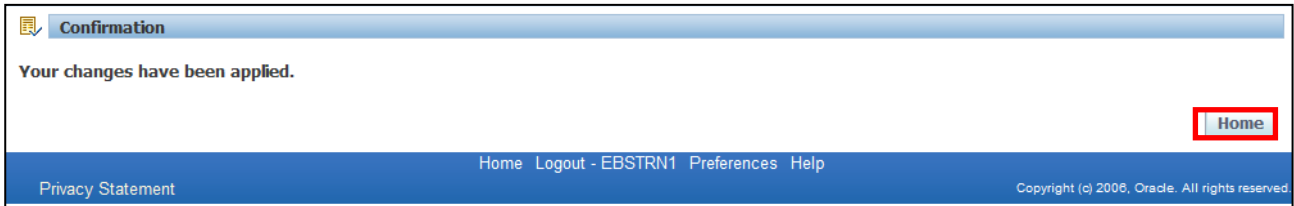
**Caution Note:**

This screen will display your proposed request. Make sure everything is correct before submitting.

Once this has been submitted it will go directly to UK SBS Payroll and can only be changed via a Service Request through iSupport (see section 9.1).

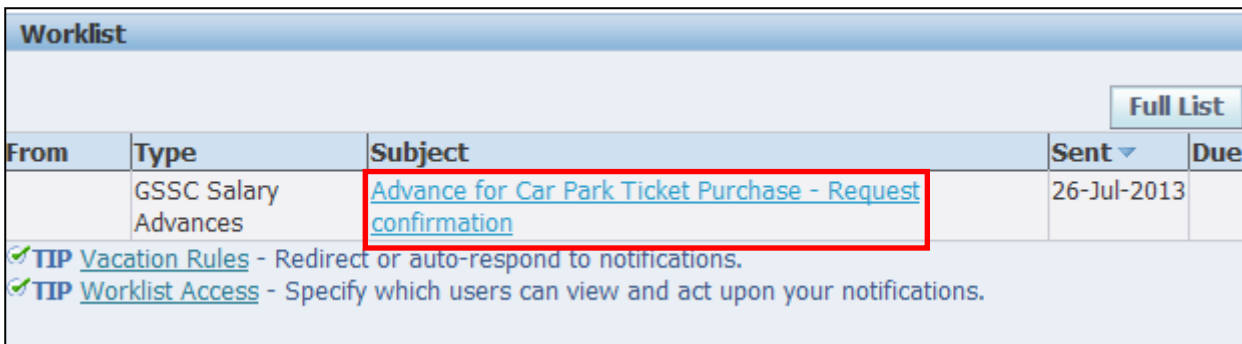
There is no Line Manager approval.

22. Click  to return to the **Employee Self Service** menu:





23. The **Advance for your Car Park Ticket** will now be visible in your **Worklist**

24. Click the **Notification** to view further details:



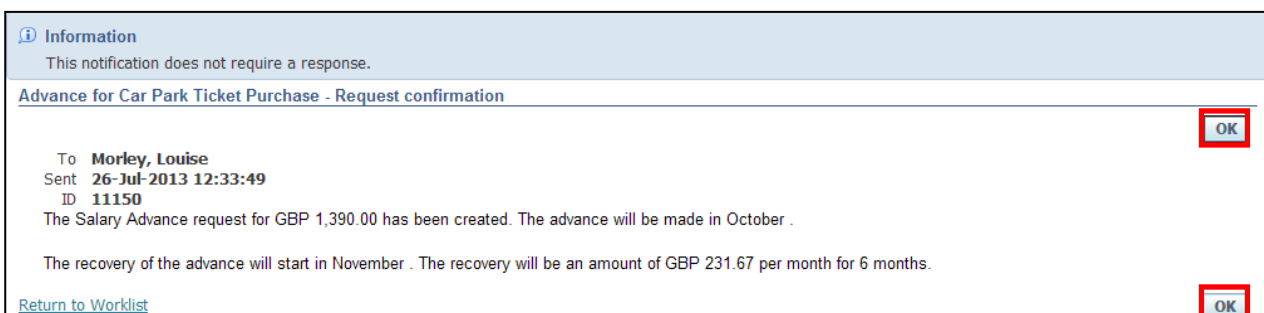
From	Type	Subject	Sent	Due
	GSSC Salary Advances	<a href="#">Advance for Car Park Ticket Purchase - Request confirmation</a>	26-Jul-2013	

 **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Learning Note:**

This screen will display your request confirmation, detailing the amount of the **Car Park Ticket Advance** requested and the amount to be recovered each month.

25. Click  to return to the **Employee Self Service** menu:



## 4.3 Bicycle Request

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Advance Requests

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. Click **Salary Advance Requests > Advance for Bicycle Purchase**:

The screenshot shows a tree view of the Oracle Applications menu. The path is: Salary Advance Requests > Advance for Bicycle Purchase. The 'Advance for Bicycle Purchase' item is highlighted with a red rectangular box.

2. This screen will list any existing **Bicycle Purchase Advances** that have previously been applied for

3. Click **Add** to request your **Bicycle Purchase Advance**:

Advance for Bicycle Purchase: Extra Information

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Advance for Bicycle Purchase**


Add

Select	Status	Cost of the Bicycle (in £)	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (in £ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
	No results found.								

Cancel Save For Later Back Review and Submit

**Caution Note:**

You can only apply for a **Bicycle Purchase Advance** if your main transport to and from work is via bicycle.

4. The Payroll cut-off date for the current payroll period will automatically populate
5. Enter the purchase price of the bicycle in the **Cost of the Bicycle** field
6. Enter the **Amount** of the advance required
7. Click  next to the **Month Advance Required** field

**Advance for Bicycle Purchase**


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by **24-JUL-2013**


\* Cost of the Bicycle (in £)

\* Advance Required (in £)

\* Month Advance Required  

\* Recovery Period (in months)

\* Defer Recovery Start by a month?

8. Click **Go** to reveal the full list of options
9. Click the **Quick Select** button  for the month you wish to receive the advance payment:

**Search and Select: Month Advance Required**

**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	Month Advance Required
<input type="radio"/>		AUGUST-2013
<input type="radio"/>	<input type="checkbox"/> 	SEPTEMBER-2013
<input type="radio"/>		OCTOBER-2013

**Action Note:**

You can request a **Bicycle Purchase Advance** up to two months before it is required.

The system will determine which months are available for the advance to be paid.



10. Click  next to the **Recovery Period (in months)** field:

**Advance for Bicycle Purchase**


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bjs.gsi.gov.uk](mailto:louise.morley@bjs.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by **24-JUL-2013**

\* Cost of the Bicycle (in £)   
 \* Advance Required (in £)   
 \* Month Advance Required    
 \* Recovery Period (in months)    
 \* Defer Recovery Start by a month?

11. Click **Go** to reveal the full list of options

12. Click the **Quick Select** button  for the relevant number of months over which you require the recoveries to be deducted:





**Search and Select: Recovery Period (in months)**

**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	Recovery Period (in months)	Description
<input type="radio"/>		10	
<input type="radio"/>		11	
<input type="radio"/>		12	
<input type="radio"/>		3	
<input type="radio"/>		4	



**Caution Note:**

The recovery/repayment period selected (including any deferral) cannot be more than 12 months.

You can only have one **Bicycle Purchase Advance** outstanding at any single time.




**Learning Note:**

You can request the recovery of your advance to be deferred by a month.

13. Click the **Defer Recovery Start by a month** drop-down arrow and select the relevant option



14. Click  to return to the **Overview** screen:

**Advance for Bicycle Purchase**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 24-JUL-2013

\* Cost of the Bicycle (in £)   
\* Advance Required (in £)   
\* Month Advance Required   
\* Recovery Period (in months)   
\* Defer Recovery Start by a month?

**Note:**

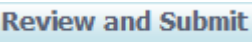
15. The request for the **Bicycle Purchase Advance** is now displayed



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

16. Click 

**Advance for Bicycle Purchase: Extra Information**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6** Business Group **BIS Business Group**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Advance for Bicycle Purchase**

Select Object:   |

Select Status	Cost of the Bicycle (in £)	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (in £ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
<input checked="" type="radio"/> New	1000.00	1000.00	SEPTEMBER-2013	3	333.33	No	SEPTEMBER-2013	NOVEMBER-2013



**Learning Note:**

This screen will display your **Bicycle Purchase Advance** request.

From here you can see the monthly recovery amount and when repayment will start and end.

If you need to change your request you can click **Back** to amend details before submitting.

17. This screen will display your proposed changes

18. Click 

**Advance for Bicycle Purchase: Review**

Employee Name **Morley, Louise**      Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6**      Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

**Extra Information Type**

**Advance for Bicycle Purchase**

	Proposed
Cost of the Bicycle (in £)	1000.00
Advance Required (in £)	1000.00
Month Advance Required	SEPTEMBER-2013
Recovery Period (in months)	3
Recovery Amount (in £ per month)	333.33
Start of Recovery	SEPTEMBER-2013
End of Recovery	NOVEMBER-2013

Buttons: [Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)


**Caution Note:**



This screen will display your proposed request. Make sure everything is correct before submitting.

Once this has been submitted it will go directly to UK SBS Payroll and can only be changed via a Service Request.

There is no Line Manager approval.

19. Click  to return to the **Employee Self Service** menu



**Confirmation**

Your changes have been applied.

[Home](#)

20. The **Advance for your Bicycle Purchase** will now be visible in your **Worklist**

21. Click the **Notification** to view further details:


Worklist				
From	Type	Subject	Sent	Due
	GSSC Salary Advances	<a href="#">Advance for Bicycle Purchase - Request confirmation</a>	26-Jul-2013	
 <b>TIP</b> <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
 <b>TIP</b> <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				



### Learning Note:


This screen will display your request confirmation, detailing the amount of the **Bicycle Purchase Advance** requested and the amount to be recovered each month.

22. Click  to return to the **Employee Self Service** menu:

 **Information**  
This notification does not require a response.

---

**Advance for Bicycle Purchase - Request confirmation**



To **Morley, Louise**  
Sent **26-Jul-2013 14:11:54**  
ID **11155**  
The Salary Advance request for GBP 1,000.00 has been created. The advance will be made in September.

The recovery of the advance will start in September. The recovery will be an amount of GBP 333.33 per month for 3 months.

## 4.4 Religious Festival Advance

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Advance Requests

Oracle Applications Home Page

**Main Menu**

[Personalize](#)

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist**

[Full List](#)

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. Click **Salary Advance Requests > Religious Festival Advance**:

The screenshot shows a tree view of the Oracle Applications menu. The 'Salary Advance Requests' folder is expanded, and 'Religious Festival Advance' is highlighted with a red box. Other items in the list include 'Advance for Season Ticket Purchase', 'Advance for Carpark Ticket Purchase', 'Advance for Bicycle Purchase', 'Holiday Advance', and 'Contractual Changes'.

2. This screen will list any existing **Religious Festival Advances** that have previously been applied for
3. Click [Add](#) to request your **Religious Festival Advance**:

Religious Festival Advance: Extra Information

[Cancel](#)   [Save For Later](#)   [Back](#)   [Review and Submit](#)

Employee Name **Morley, Louise**   Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6**   Business Group **BIS Business Group**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Religious Festival Advance**

[Add](#)

Select	Status	AdvanceRequired (in £)	MonthAdvanceRequired	Recovery Period (in months)	Recovery Amount (in £ per month)	Start of Recovery
	No results found.					


[Cancel](#)   [Save For Later](#)   [Back](#)   [Review and Submit](#)

**Learning Note:**

It is possible to request a **Religious Festival Advance** up to four times a year. The system will determine the months that are available for selection.

**Caution Note:**

You can only have one **Religious Festival Advance** outstanding at any single time. You are also not able to apply for a **Religious Festival Advance** if you currently have an outstanding **Holiday Advance**.

4. The Payroll cut-off date for the current payroll period will automatically populate
5. Enter the **Amount** of the advance required
6. Click on  next to the **Month Advance Required** field

**Information**  
The limit for the Salary Advance is GBP 999.99.

**Religious Festival Advance**

Employee Name <b>Morley, Louise</b>	Organization Email Address <a href="mailto:louise.morley@bis.gsi.gov.uk">louise.morley@bis.gsi.gov.uk</a>
Employee Number <b>6</b>	Business Group <b>BIS Business Group</b>

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.  
For advance to be paid in the next salary payment, submit requests on or by **23-NOV-2013**


\* AdvanceRequired (in £)

\* MonthAdvanceRequired

**Caution Note:**

The maximum amount you can apply for is the lower of either £999.99 or 60% of your base salary. The system will not allow you to proceed if the amount entered exceeds this.

7. Click **Go** to reveal the full list of options

8. Click the **Quick Select** button  for the month you wish to receive the advance payment:



Search and Select: MonthAdvanceRequired

**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	MonthAdvanceRequired
<input type="radio"/>		NOVEMBER-2013
<input type="radio"/>		DECEMBER-2013
<input type="radio"/>		JANUARY-2014



**Action Note:**

You can request a **Religious Festival Advance** up to two months before it is required.

The system will determine which months are available for the advance to be paid.



**Caution Note:**

The advance will automatically be fully recovered in the month following the payment.

9. Click  to return to the **Overview** screen:

Religious Festival Advance

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.  
For advance to be paid in the next salary payment, submit requests on or by 23-NOV-2013

\* AdvanceRequired (in £)   
\* MonthAdvanceRequired

**Note:**

- Holiday Advance cannot be requested if you have already requested, or will be requesting a Religious Festival Advance.
- Holiday Advance should be requested for a holiday period of at least 10 days.
- Holiday advance will be fully recovered in the month following the advance payment.
- By submitting this request, you agree to adhere to your employing organisation's terms and conditions governing this advance.

Please refer to your organisation's policy document for more details.

10. The request for the **Religious Festival Advance** is now displayed



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

11. Click

**Review and Submit**

Religious Festival Advance: Extra Information

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**Cancel** **Save For Later** **Back** **Review and Submit**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Religious Festival Advance**

Select Object: **Delete** **Update** | **Add**

Select Status	AdvanceRequired (in £)	MonthAdvanceRequired	Recovery Period (in months)	Recovery Amount (in £ per month)	Start of Recovery
New	200.00	DECEMBER-2013	1	200	JANUARY-2014

**Cancel** **Save For Later** **Back** **Review and Submit**

**Learning Note:**



This screen will display your **Religious Festival Advance** request.

From here you can see that the full amount will be recovered in the month following payment.

If you need to change your request you can click **Back** to amend details before submitting.

12. This screen will display your proposed changes

13. Click 

Religious Festival Advance: Review

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

**Extra Information Type**

**Religious Festival Advance**

	Proposed
AdvanceRequired (in £)	200.00
MonthAdvanceRequired	DECEMBER-2013
Recovery Amount (in £ per month)	200
Start of Recovery	JANUARY-2014

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




**Caution Note:**

This screen will display your proposed request. Make sure everything is correct before submitting.


Once this has been submitted it will go directly to UK SBS Payroll and can only be changed via a Service Request through iSupport (see section 9.1).

There is no Line Manager approval.

14. Click  to return to the **Employee Self Service** menu

**Confirmation**

Your changes have been applied.



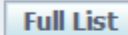
Home Logout - EBSTRN1 Preferences Help

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

15. The request for your **Religious Festival Advance** will now be visible in your **Worklist**

16. Click the **Notification** to view further details:

**Worklist**



From	Type	Subject	Sent	Due
	GSSC Salary Advances	<b>Religious Festival Advance - Request confirmation</b>	04-Nov-2013	
	<b>TIP</b>	<a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.		
	<b>TIP</b>	<a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.		






**Learning Note:**

This screen will display your request confirmation, detailing the amount of the **Religious Festival Advance** requested and the amount to be recovered.

17. Click  to return to the **Employee Self Service** menu:


 **Information**  
This notification does not require a response.

---

**Religious Festival Advance - Request confirmation**

To **Morley, Louise**  
Sent **04-Nov-2013 11:27:28**  
ID **95355**  
The Salary Advance request for GBP 200.00 has been created. The advance will be made in December .

The recovery of the advance will start in January . The recovery will be an amount of GBP 200.00 per month for 1 months.



## 4.5 Holiday Advance

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Salary Advance Requests

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

#### 1. Click **Salary Advance Requests > Holiday Advance**:

Salary Advance Requests

- Advance for Season Ticket Purchase
- Advance for Carpark Ticket Purchase
- Advance for Bicycle Purchase
- Christmas Advance
- Holiday Advance
- Contractual Changes

#### 2. This screen will list any existing **Holiday Advances** that have previously been applied for

#### 3. Click Add to request your **Holiday Advance**:

**Holiday Advance: Extra Information**

Employee Name **Morley, Louise**

Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)

Business Group **BIS Business Group**

Cancel Save For Later Back Review and Submit

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Holiday Advance**


Add

Select Status	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (in £ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
No results found.							

Cancel Save For Later Back Review and Submit

**Caution Note:**

You can have one **Holiday Advance** outstanding at any single time. You are also not able to apply for a **Holiday Advance** if you currently have an outstanding **Religious Festival Advance**.

4. The Payroll cut-off date for the current payroll period will automatically populate
5. Enter the **Amount** of the advance required
6. Click on  next to the **Month Advance Required** field

**Information**  
The limit for the Salary Advance is GBP 999.99.


**Holiday Advance**

Employee Name **Morley, Louise**      Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6**      Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.


For advance to be paid in the next salary payment, submit requests on or by **24-JUL-2013**

\* Advance Required (in £)

\* Month Advance Required  

**Caution Note:**

The maximum amount you can apply for is the lower of either £999.99 or 60% of your base salary. The system will not allow you to proceed if the amount entered exceeds this.

7. Click **Go** to reveal the full list of options
8. Click the **Quick Select** button  for the month you wish to receive the advance payment:

**Search and Select: Month Advance Required**

**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	Month Advance Required
<input type="radio"/>		AUGUST-2013
<input type="radio"/>		SEPTEMBER-2013
<input type="radio"/>		OCTOBER-2013

**Action Note:**

You can request a **Holiday Advance** up to two months before it is required.  
The system will determine which months are available for the advance to be paid.

**Caution Note:**

The advance will automatically be fully recovered in the month following the payment.

9. Click  to return to the **Overview** screen:


**Holiday Advance**

Employee Name **Morley, Louise**      Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6**      Business Group **BIS Business Group**

Enter any changes below. Click Save to continue this action or click Cancel and return to the previous page.

For advance to be paid in the next salary payment, submit requests on or by 24-JUL-2013

\* Advance Required (in £)

\* Month Advance Required  

**Note:**

- Holiday Advance cannot be requested if you have already requested, or will be requesting a Christmas Advance for payment in November.
- Holiday Advance should be requested for a holiday period of at least 10 days.
- Holiday advance will be fully recovered in the month following the advance payment.
- By submitting this request, you agree to adhere to your employing organisation's terms and conditions governing this advance.

Please refer to your organisation's policy document for more details.

10. The request for the **Holiday Advance** is now displayed

**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time.  
You must click **Submit** to action the changes.

11. Click

**Review and Submit**

**Holiday Advance: Extra Information**

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**Cancel** **Save For Later** **Back** **Review and Submit**

**This page contains advance requests paid and not completely recovered by 01-OCT-2013. If you have a query regarding advance requests submitted prior to this date, please contact UKSBS helpdesk.**

Click Add to make changes to the sections below. Click Review and Submit 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.

**Holiday Advance**

Select Object: **Delete** | **Update** | **Add**

Select Status	Advance Required (in £)	Month Advance Required	Recovery Period (in months)	Recovery Amount (in £ per month)	Defer Recovery Start by a month?	Start of Recovery	End of Recovery
<input checked="" type="radio"/> New	500.00	AUGUST-2013	1	500	Yes	SEPTEMBER-2013	SEPTEMBER-2013

**Cancel** **Save For Later** **Back** **Review and Submit**

**Learning Note:**

This screen will display your **Holiday Advance** request.

From here you can see that the full amount will be recovered in the month following payment.

If you need to change your request you can click **Back** to amend details before submitting.

12. This screen will display your proposed changes

13. Click

**Submit**

**Holiday Advance: Review**

Employee Name **Morley, Louise**  
Employee Number **6**

Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Business Group **BIS Business Group**

**Cancel** **Printable Page** **Save For Later** **Back** **Submit**

Review your changes and, if needed, attach supporting documents.  
● Indicates Changed Items.

**Extra Information Type**

**Holiday Advance**

	Proposed
Advance Required (in £)	500.00
Month Advance Required	AUGUST-2013
Recovery Period (in months)	1
Recovery Amount (in £ per month)	500
Start of Recovery	SEPTEMBER-2013
Defer Recovery Start by a month?	Yes
End of Recovery	SEPTEMBER-2013


**Cancel** **Printable Page** **Save For Later** **Back** **Submit**

**Caution Note:**

This screen will display your proposed request. Make sure everything is correct before submitting.

Once this has been submitted it will go directly to UK SBS Payroll and can only be changed via a Service Request through iSupport (see section 9.1)

There is no Line Manager approval.

14. Click  to return to the **Employee Self Service** menu

The screenshot shows a confirmation message: "Your changes have been applied." At the bottom right, there is a "Home" button highlighted with a red box. The footer contains navigation links: "Home Logout - EBSTRN1 Preferences Help", "Privacy Statement", and "Copyright (c) 2008, Oracle. All rights reserved."

15. The request for your **Holiday Advance** will now be visible in your **Worklist**

16. Click the **Notification** to view further details:

The screenshot shows a table with the following data:

From	Type	Subject	Sent	Due
GSSC Salary Advances		<a href="#">Holiday Advance - Request confirmation</a>	26-Jul-2013	

Below the table, there are two tips:
 

- TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Learning Note:**

This screen will display your request confirmation, detailing the amount of the **Holiday Advance** requested and the amount to be recovered.

17. Click  to return to the **Employee Self Service** menu:

The screenshot shows the Oracle E-Business Suite interface. The notification content is as follows:

**Information**  
This notification does not require a response.

**Holiday Advance - Request confirmation**

To **Morley, Louise**  
Sent **26-Jul-2013 15:58:50**  
ID **11157**  
The Salary Advance request for GBP 500.00 has been created. The advance will be made in August .

The recovery of the advance will start in September. The recovery will be an amount of GBP 500.00 per month for 1 months.

An "OK" button is highlighted with a red box in the bottom right corner of the notification area.

## 5 Overtime

### 5.1 Submitting an Overtime Return

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Overtime

Oracle Applications Home Page

**Main Menu**

[Personalize](#)

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist**

[Full List](#)

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. Click **Overtime > Create Timecard**:

Overtime

- Recent Timecards
- Create Timecard
- Salary Advance Requests
- Contractual Changes

2. In this screen you can enter your overtime for the payroll periods that are listed in the drop-down (including travel time and bank holiday working):

**Time**

Recent Timecards | **Create Timecard**

Time Entry: Morley, Miss Louise, 6 [Cancel](#) [Save](#) [Continue](#)

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period: July 22, 2013 - July 28, 2013 Comments:

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total	Delete
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
<a href="#">Add Another Row</a> <a href="#">Recalculate</a>		0	0	0	0	0	0	0	0	

[Cancel](#) [Save](#) [Continue](#)

**Learning Note:**

For any historic claims you will need to submit a Service Request to UK SBS Payroll via iSupport (see section 9.1).

You are also able to enter comments relating to the claim which will be seen by your Line Manager when sent for approval.

Your cost centre is determined by that on your HR record. If you need to charge your overtime to a different cost centre please raise a Service Request with UK SBS Payroll via iSupport (see section 9.1).

- Click the **Period** drop-down arrow
- Select the relevant **period** for which you are claiming overtime.

**Caution Note:**

It is best practice to submit your Timecard at the end of the week for which you are claiming the overtime.

This is because once you have submitted the claim and it has been approved, no further additions can be made online.

If further additions are required after approval, a Service Request would need to be sent to UK SBS with an approved Overtime form attached, detailing the changes required.

- Enter any **Comments** to the approving manager if required:

Time Entry: Morley, Miss Louise, 6

Cancel Save C

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period July 22, 2013 - July 28, 2013 Comments

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="button" value="Add Another Row"/>	<input type="button" value="Recalculate"/>	0	0	0	0	0	0	0	0

**Caution Note:**

It is essential that the correct **Type** of Overtime is selected.

This (in conjunction with the Employee's Terms & Conditions) will determine the rate at which the overtime is paid.



6. Click the **Hours** drop-down arrow to select the relevant type of Overtime:

Time Entry: Morley, Miss Louise, 6

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period: July 22, 2013 - July 28, 2013 Comments: Overtime for training in London

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
<b>Overtime Worked</b>									0
Bank Holiday Overtime Worked		0	0	0	0	0	0	0	0
Bank Holiday Traveltime Worked									
Traveltime Worked									



**Action Note:**

All hours must be entered in decimal format. For example, 40 minutes will be entered as 0.667 (40 minutes/60 minutes)

7. Enter the overtime hours for the relevant days:

Time Entry: Morley, Miss Louise, 6

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period: July 22, 2013 - July 28, 2013 Comments: Overtime for training in London

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75				0
<b>Add Another Row</b>	Recalculate	0	0	0	0	0	0	0	0

8. Click the **Add Another Row** button to add a further Overtime type

9. Click the **Hours** drop-down button to select **Traveltime**

Time Entry: Morley, Miss Louise, 6

Cancel Save Co

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period July 22, 2013 - July 28, 2013 Comments Overtime for training in London

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75				6.25
									0
Bank Holiday Overtime Worked									0
Bank Holiday Traveltime Worked									0
Overtime Worked		2	0	2.5	1.75	0	0	0	6.25
Traveltime Worked									

Cancel Save Co

10. Enter the **Traveltime** for the relevant days

11. Click **Continue**

Time Entry: Morley, Miss Louise, 6

Cancel Save **Continue**

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

Period July 22, 2013 - July 28, 2013 Comments Overtime for training in London

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total	Delete
Overtime Worked		2		2.5	1.75				6.25	
Traveltime Worked			1.667						0	
									0	
<b>Add Another Row</b> <b>Recalculate</b>		2	0	2.5	1.75	0	0	0	6.25	

Cancel Save **Continue**



**Learning Note:**

This screen gives you an overview of your claim for you to check before submitting. If you wish to make changes you can click on **Back** to return to the entry screen.

12. Click [Submit](#)

**Recent Timecards** | [Create Timecard](#)

Review: Morley, Miss Louise, 6

[Cancel](#) [Back](#) [Submit](#)

Week Starting **Monday, July 22 2013**  
 Timecard Period (days) **7**  
 Comments **Overtime for training in London**

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75				6.25
Traveltime Worked			1.67						1.67
		2	1.67	2.5	1.75	0	0	0	7.92

[Cancel](#) [Back](#) [Submit](#)

**Learning Note:**

Note the Confirmation message to say your claim has been submitted. This will now go to your Line Manager for approval before being processed by UK SBS Payroll.

If further amendments are required at this stage, you should request that your Manager rejects the claim.

13. Click [Home](#) to return to the **Employee Self Service** menu

Navigator | Favorites | [Home](#) | Logout - EBSTRN1 | Preferences | Help

**Time**

**Recent Timecards** | [Create Timecard](#)

[Confirmation](#)  
 Time entries for the given timecard period have been submitted successfully.

Confirmation: Morley, Miss Louise, 6

**Hours Entered**

	Regular	Premium
<b>Total Hours Entered</b>	0	0

Week Starting **Monday, July 22 2013**  
 Timecard Period (days) **7**  
 Comments **Overtime for training in London**

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75				6.25
Traveltime Worked			1.67						1.67
		2	1.67	2.5	1.75	0	0	0	7.92

**Learning Note:**

You can also see the detail of any previously submitted overtime claims.

14. Click **Recent Timecards**:

15. This screen will show you the period, total hours recorded and when the claim was submitted

16. Click on the **Details** button to view further information:

 A screenshot of the 'Recent Timecards' page. The page title is 'Recent Timecards: Morley, Miss Louise, 6'. Below the title is a search section with a tip, search criteria fields, and 'Go' and 'Clear' buttons. Below the search section is a table of timecard entries. The table has columns: 'Select Timecard Status', 'Transferred To', 'Period Starting', 'Period Ending', 'Recorded Hours', 'Submission Date', 'Update', and 'Details'. The 'Details' column contains a blue icon with a magnifying glass, which is highlighted with a red box.
 

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
<input type="checkbox"/> Submitted	None	15-Jul-2013	21-Jul-2013	9.75	26-Jul-2013		
<input type="checkbox"/> Submitted	None	22-Jul-2013	28-Jul-2013	7.92	26-Jul-2013		

17. The breakdown of the selected claim is shown (no amendments can be made as this claim has already been submitted):

 A screenshot of the 'Review' page for a timecard. The page title is 'Review: Morley, Miss Louise, 6'. Below the title is a section for 'Week Starting Monday, July 22 2013' and 'Timecard Period (days) 7'. Below that is a 'Comments' section with the text 'Overtime for training in London'. Below the comments is a table showing the breakdown of hours worked.
 

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75				6.25
Traveltime Worked			1.67						1.67
		2	1.67	2.5	1.75	0	0	0	7.92

**Caution Note:**

If amendments are required, you should request that your Manager rejects the claim if not already approved.

If amendments are required after approval, a Service Request would need to be raised with UK SBS with an approved Overtime form attached, detailing the changes required.

18. Click **Home** to return to the **Employee Self Service** menu

## 5.2 Resubmitting a Rejected Overtime Return

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Overtime



#### Learning Note:

Your notifications are listed in the **Worklist**.

This includes requests that have been approved and rejected by the approver.

1. Click on the **Notification** relating to the rejected overtime claim:

Worklist				
				Full List
From	Type	Subject	Sent	Due
Thornton, Rosie	OTL Workflows for Employees	<a href="#">Thornton, Rosie rejected timecard for period '22-JUL-2013 - 28-JUL-2013</a>	01-Aug-2013	
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	30-Jul-2013	
SYSADMIN	HR	<a href="#">Application Error has occurred in your process Leave of Absence performed on Morley, Louise</a>	30-Jul-2013	
SYSADMIN	HR	<a href="#">Leave of Absence for Morley, Louise has been approved.</a>	30-Jul-2013	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

2. Any comments from the approver can be viewed
3. Click on [Return to Worklist](#)

**Information**

This notification has been closed and did not require a response.

**Thornton, Rosie rejected timecard for period '22-JUL-2013 - 28-JUL-2013**

From **Thornton, Rosie**  
 To **Morley, Louise**  
 Sent **01-Aug-2013 12:00:39**  
 Closed **01-Aug-2013 12:02:22**  
 ID **12244**

Responder  
 Morley, Louise

This timecard has been denied approval for the following reason  
 Please also include the extra hour worked on Friday 26th July

[Return to Worklist](#)

Display next notification after my response



#### Action Note:

This notification is for information purposes only. To make the necessary amendments you will need to go into the Overtime responsibility from the Employee Self Service menu.

- Click on the **GSSC Employee Self-Service, YOUR ORGANISATION Business Group** responsibility

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group
- GSSC HR HRMS Manager, BIS Business
- GSSC SD HR Operational, BIS Business
- System Administrator

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

- Click **Overtime > Recent Timecards**:

- Select the claim you wish to resubmit

- Click **Update**:

**Search**

✓ TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.  
[Read more...](#)

From Date  To Date   
(example: 17-Jul-2013)

[Show Advanced Search Criteria](#)

Select Timecard:  |

[Select All](#) | [Select None](#)

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update
<input type="checkbox"/> Rejected	None	15-Jul-2013	21-Jul-2013	9.75	26-Jul-2013	
<input checked="" type="checkbox"/> Rejected	None	22-Jul-2013	28-Jul-2013	7.92	26-Jul-2013	

- Make the necessary amendments



**Action Note:**

If a timecard is re-submitted for a period which has been previously rejected by your Manager, the new timecard needs to be different. If the values are the same i.e. the Manager rejected in error, a comment should be added to make the new submission unique.

9. Click **Continue**

Time Entry: Morley, Miss Louise, 6 Cancel Save **Continue**

**Tip:** All claims will be entered in the HH.DD (Hours in decimal format) format Eg: Overtime duration of 2 hours and 30 minutes has to be entered as 2.5 hours on the claim form.

**⚠ Approver's Comments:**  
Please also include the extra hour worked on Friday 26th July

Period: July 22, 2013 - July 28, 2013~ ⓘ Comments

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total	Delete
Overtime Worked		2		2.5	1.75	<b>1</b>			6.25	
Travelttime Worked			1.67						1.67	
									0	
<b>Add Another Row</b> <b>Recalculate</b>		<b>2</b>	<b>1.67</b>	<b>2.5</b>	<b>1.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.92</b>	

Cancel Save **Continue**

10. Click **Submit**

**Time** Recent Timecards | Create Timecard

Review: Morley, Miss Louise, 6 Cancel Back **Submit**

Week Starting **Monday, July 22 2013**  
Timecard Period (days) **7**  
Comments **Overtime for training in London**

Hours Type	Cost Center	Mon, Jul 22	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28	Total
Overtime Worked		2		2.5	1.75	1			7.25
Travelttime Worked			1.67						1.67
		<b>2</b>	<b>1.67</b>	<b>2.5</b>	<b>1.75</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8.92</b>

Cancel Back **Submit**

11. Click **Home** to return to the **Employee Self Service** menu

## 6 Contractual Changes

### 6.1 Change of Hours, Pattern, Flexible Working Request

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Contractual Changes

Oracle Applications Home Page

**Main Menu** Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group**
- GSSC HR HRMS Manager, BIS Business Group
- GSSC SD HR Operational, BIS Business Group
- System Administrator

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.				

1. Click **Contractual Changes > Change of Hours, Pattern, Flexible Working Request**:

2. This screen allows you to request **Flexible Working, Change of Work Pattern and Change of Hours** (Employee Assignment Information):

Change of Hours, Pattern, Flexible Working Request: Extra Information

Employee Name **Morley, Louise**      Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
Employee Number **6**      Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Case Mgmt Flexible Working**

Select	Status	Reference Number	Employee Date Requested	Manager Response Date	Eligibility Criteria met	Work Pattern Requested	Justification for Request	Manager/Employee Meeting Date	Assignment Change Reason	Manager Response	Comments
No results found.											

**Change Work Pattern**

Select Status	Current Pattern	New Pattern	New Pattern Start Date	Is this Change linked to 'Partial Retirement'?
No results found.				

**Employee Assignment Information**

Select Status	Change Reason	Assignment Category	Work Hours	New Change Frequency	New Assignment Category	New Work Hours	New Frequency
No results found.							



## 6.1.1 Flexible Working Request


1. Click **Add** in the **Case Mgmt Flexible Working** section:










Case Mgmt Flexible Working											
Select	Status	Reference Number	Employee Date Requested	Manager Response Date	Eligibility Criteria met	Work Pattern Requested	Justification for Request	Manager/Employee Meeting Date	Assignment Change Reason	Manager Response	Comments
	No results found.										




### Learning Note:

The system will automatically generate a reference number for this request. All other fields can be completed as necessary.

2. Enter the **Date** the employee made the request
3. Enter the **Date** the manager responded to the request
4. Click  next to the **Eligibility Criteria Met** field:

Case Mgmt Flexible Working	
Employee Name	<b>Morley, Louise</b>
Employee Number	<b>6</b>
Organization Email Address	
Business Group	
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.	
Reference Number	F1000085
Employee Date Requested	19-Aug-2013 
Manager Response Date	23-Aug-2013 
Eligibility Criteria met	 
Work Pattern Requested	<input type="text"/>
Justification for Request	<input type="text"/>
Manager/Employee Meeting Date	<input type="text"/> 
Assignment Change Reason	<input type="text"/>  
Manager Response	<input type="text"/>  
Comments	<input type="text"/>

5. Click **Go** to reveal the full list of options
6. Click the **Quick Select** button  for the appropriate value:



**Search and Select: Eligibility Criteria met** 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 Eligibility Criteria met  **Go**

**Results**

Select	Quick Select	Eligibility Criteria met
<input type="radio"/>		No
<input type="radio"/>		Yes


7. Enter the details of the **Work Pattern Requested**
8. Enter the comments into the **Justification for Request** field
9. Enter the date of the **Manager/Employee meeting**
10. Click  next to the **Assignment Change Reason** field:


**Case Mgmt Flexible Working** Cancel


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Reference Number


Employee Date Requested  


Manager Response Date  


Eligibility Criteria met Yes 

Work Pattern Requested

Justification for Request

Manager/ Employee Meeting Date  

Assignment Change Reason  

Manager Response  

Comments

11. Click **Go** to reveal the full list of options

12. Click the **Quick Select** button  for the appropriate value:




**Search and Select: Assignment Change Reason** 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 Assignment Change Reason  **Go**

**Results**

Select	Quick Select	Assignment Change Reason	Description
<input type="radio"/>		Change of Hours	
<input type="radio"/>		Change of Hours and Schedule	
<input type="radio"/>		Change of Schedule	


13. Click  next to the **Manager Response** field:


**Case Mgmt Flexible Working** Cancel


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Reference Number


Employee Date Requested  


Manager Response Date  


Eligibility Criteria met  

Work Pattern Requested

Justification for Request

Manager/ Employee Meeting Date  

Assignment Change Reason  

Manager Response  

Comments

14. Click **Go** to reveal the full list of options

15. Click the **Quick Select** button  for the appropriate value:

**Search and Select: Manager Response** 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 Manager Response  **Go**

---

**Results**

Select	Quick Select	Manager Response	Description
<input type="radio"/>		Alternative Offered	
<input type="radio"/>		Approved	
<input type="radio"/>		Not Approved	

16. Enter any further notes into the **Comments** field


17. Click **Apply**


**Case Mgmt Flexible Working** Cancel **Apply**


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Reference Number


Employee Date Requested  


Manager Response Date  


Eligibility Criteria met  

Work Pattern Requested

Justification for Request

Manager/ Employee Meeting Date  

Assignment Change Reason  

Manager Response  

Comments

Cancel **Apply**



**Learning Note:**

A summary of the **Flexible Working Request** is now displayed. If you need to make any amendments before submitting, click the **Update** button or if the request is no longer required, click **Delete**.

18. Click **Next**

Change of Hours, Pattern, Flexible Working Request: Extra Information

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Case Mgmt Flexible Working**

Select Object:   |

Select Status	Reference Number	Employee Date Requested	Manager Response Date	Eligibility Criteria met	Work Pattern Requested	Justification for Request	Manager Employee Meeting Date
<input checked="" type="radio"/> New	F1000085	19-Aug-2013	23-Aug-2013	Yes	36 hrs Mon-Thurs 9-2 and 4 hrs home working	Disabled dependant - complete transfer from carer	23-Aug-2

19. The **Review** screen is now displayed**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

20. Click **Submit**

Change of Hours, Pattern, Flexible Working Request: Review

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Case Mgmt Flexible Working**

Proposed	
Reference Number	F1000085
Employee Date Requested	19-Aug-2013
Manager Response Date	23-Aug-2013
Eligibility Criteria met	Yes
Work Pattern Requested	36 hrs Mon-Thurs 9-2 and 4 hrs home working
Justification for Request	Disabled dependant - complete transfer from carer
Manager/ Employee Meeting Date	23-Aug-2013
Assignment Change Reason	Change of Schedule
Manager Response	Approved
Comments	Will be accommodated through team

**Learning Note:**

On submitting, the request will firstly go to your **Line Manager** and then to the **HR Client Specialist** team for approval.

You will receive a notification once the request has been approved.

21. Click **Home** to return to the **Employee Self Service** menu

## 6.1.2 Change of Work Pattern

1. Click **Add** in the **Change Work Pattern** section:

**Change Work Pattern**


**Add**

Select Status	Current Pattern	New Pattern	New Pattern Start Date	Is this Change linked to 'Partial Retirement'?
No results found.				



### Learning Note:

The employee's current work pattern will be displayed.


2. Click  next to the **New Pattern** field:

**Change Work Pattern**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.


Current Pattern **36 hrs Mon - Fri (7.12 hrs) F/T London**

New Pattern  

New Pattern Start Date

Is this Change linked to 'Partial Retirement?'

**Cancel** **Apply**

3. All Work Patterns begin with the number of hours
4. Enter your search term (using the wildcard %) to retrieve the new required work pattern
5. Click **Go**
6. Click the **Quick Select** button  for the new work pattern:

**Search and Select: New Pattern**









**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 **New Pattern**  **Go**

**Results**

Select	Quick Select	New Pattern
<input type="radio"/>		36 Hrs Mon - Tue (7.30 hrs) Wed - Fri (7 hrs)
<input type="radio"/>		36 hrs Mon - Fri (7.12 hrs) F/T London
<input type="radio"/>		36 hrs Mon - Thu (7.24 hrs), Fri (6.24 hrs)
<input type="radio"/>		36 hrs Mon - Thu (8.00 hrs), Fri (4.00 hrs)
<input type="radio"/>		36 hrs Mon - Thu (9 hrs)
<input type="radio"/>		36 hrs Mon - Wed (9 hrs) Fri (9 hrs)
<input type="radio"/>		36.6 hrs Mon - Thu (9.15 hrs)
<input type="radio"/>		36.6 hrs Tue - Fri (9.15 hrs)

**Action Note:**

If the Working Pattern required is not displayed, you will need to raise a Service Request for UK SBS HR to create manually via iSupport (see section 9.1).

7. Enter the **New Pattern Start Date**

8. Click  next to the **Partial Retirement** field:

**Change Work Pattern**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Current Pattern   
 New Pattern

New Pattern Start Date   
 Is this Change linked to 'Partial Retirement?'

9. Click  to retrieve all values

10. Click the **Quick Select** button  for the appropriate value:



**Search and Select: Is this Change linked to 'Partial Retirement'?**

**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	Is this Change linked to 'Partial Retirement'?
<input type="radio"/>		No
<input type="radio"/>		Yes

11. Click

**Change Work Pattern**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Current Pattern   
 New Pattern

New Pattern Start Date   
 Is this Change linked to 'Partial Retirement?'

**Learning Note:**

The employee's new Work Pattern is now displayed. If you need to make any amendments before submitting, click the **Update** button or if the request is no longer required, click **Delete**.

12. Click **Next**

Change of Hours, Pattern, Flexible Working Request: Extra Information

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Case Mgmt Flexible Working**

Select	Reference Number	Employee Response Date Requested	Manager Response Date	Eligibility Criteria met	Work Pattern Requested	Justification Requested	Manager/Employee Meeting Date	Assignment Change Reason	Manager Response	Comments
No results found.										

**Change Work Pattern**

Select Object:   |

Select	Current Pattern	New Pattern	New Pattern Start Date	Is this Change linked to 'Partial Retirement'?
<input checked="" type="radio"/> New	36 hrs Mon - Fri (7.12 hrs) F/T London	36 hrs Mon - Thu (8.00 hrs), Fri (4.00 hrs)	02-Sep-2013	No

13. The **Review** screen is now displayed

**Action Note:**

From here, you can either submit or go back to make further updates.

Note: **Save for Later** should only be used if you do not want to submit at this time. You must click **Submit** to action the changes.

14. Click **Submit**

Change of Hours, Pattern, Flexible Working Request: Review

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

**Extra Information Type**

**Change Work Pattern**

	Proposed
<b>Current Pattern</b>	36 hrs Mon - Fri (7.12 hrs) F/T London
<b>New Pattern</b>	36 hrs Mon - Thu (8.00 hrs), Fri (4.00 hrs)
<b>New Pattern Start Date</b>	02-Sep-2013
<b>Is this Change linked to 'Partial Retirement'?</b>	No





**Learning Note:**

On submitting, the request will firstly go to your **Line Manager** and then to the **HR Client Specialist** team for approval. A Service Request will then be automatically created for the UK SBS HR to make the required changes to your working pattern.

You will receive a notification once the request has been approved.

15. Click [Home](#) to return to the **Employee Self Service** menu

### 6.1.3 Change of Hours

1. Click **Add** in the **Employee Assignment Information** section:

Employee Assignment Information									
<b>Add</b>									
Select Status	Change Reason	Assignment Category	Work Hours	Frequency	New Change Reason	New Assignment Category	New Work Hours	New Frequency	
No results found.									



#### Action Note:

If you are changing the **Employee Assignment Information (Hours)** you will also need to request a **Change of Work Pattern** as the original pattern will no longer be applicable.

Please refer to **Section 6.1.2** for further instructions on **Change of Work Pattern**.



#### Learning Note:

The employee's current Assignment Information will be displayed.

2. Enter the **New Hours Effective Date**:






Employee Assignment Information		Cancel
Employee Name	<b>Morley, Louise</b>	Organization Email Address <a href="mailto:louise.morley@bis.gsi.gov.uk">louise.morley@bis.gsi.gov.uk</a>
Employee Number	<b>6</b>	Business Group <b>BIS Business Group</b>
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.		
Change Reason	Agreed flexible retirement request	
Assignment Category		
Work Hours	36	
Frequency	Week	
* New Hours Effective Date	<input type="text" value=""/>	
New Change Reason	<input type="text" value=""/>	
New Assignment Category	<input type="text" value=""/>	
* New Work Hours	<input type="text" value="0.00"/>	
* New Frequency	<input type="text" value="Week"/>	

3. Click  next to the **New Change Reason** field:

**Employee Assignment Information**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Change Reason Agreed flexible retirement request  
 Assignment Category  
 Work Hours 36  
 Frequency Week  
 \* New Hours Effective Date    
 New Change Reason     
 New Assignment Category    
 \* New Work Hours   
 \* New Frequency  

4. Click  to retrieve all values

5. Click the **Quick Select** button  for **Change of Hours and Schedule**:





**Search and Select: New Change Reason**

**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	New Change Reason
<input type="radio"/>		Agreed flexible retirement request
<input type="radio"/>		Agreed statutory flexible working request
<input type="radio"/>	<span style="border: 1px solid red; padding: 2px;"></span>	Change of Hours and Schedule
<input type="radio"/>		Change of Schedule


6. Click  next to the **New Assignment Category** field:

**Employee Assignment Information**

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Change Reason Agreed flexible retirement request  
 Assignment Category  
 Work Hours 36  
 Frequency Week  
 \* New Hours Effective Date    
 New Change Reason    
 New Assignment Category     
 \* New Work Hours   
 \* New Frequency  

7. Click **Go** to retrieve all values
8. Click the **Quick Select** button  for the appropriate value:

**Search and Select: New Assignment Category** 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   **Go**

---

**Results**

Select	Quick Select	New Assignment Category
<input type="radio"/>		Full Time
<input type="radio"/>		No Defined Hours
<input type="radio"/>	 <b>Quick Select</b>	Part Time
<input type="radio"/>		Payroll Assignment Only


9. Enter the **New Work Hours**


10. Click **Apply**


**Employee Assignment Information** Cancel **Apply**


Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**


Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Change Reason Agreed flexible retirement request  
 Assignment Category  
 Work Hours 36  
 Frequency Week  
 \* New Hours Effective Date  

New Change Reason  

New Assignment Category  

\* New Work Hours  

\* New Frequency  

Cancel **Apply**



#### Learning Note:

The employee's new Work Pattern is now displayed. If you need to make any amendments before submitting, click the **Update** button or if the request is no longer required, click **Delete**.



#### Action Note:

If you have requested a change to the **Employee Assignment Information (Hours)** you will also need to request a **Change of Work Pattern** as the original pattern will no longer be applicable.

Please refer to **Section 6.1.2** for further instructions on **Change of Work Pattern**.

11. Click **Next**

Change of Hours, Pattern, Flexible Working Request: Extra Information

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Case Mgmt Flexible Working**

Select	Reference Number	Employee Date Requested	Manager Response Date	Eligibility Criteria met	Work Pattern Requested	Justification for Request	Meeting Date	Manager/Employee Assignment Change Reason	Manager Response	Comments
No results found.										

**Change Work Pattern**

Select	Status	Current Pattern	New Pattern	New Pattern Start Date	Is this Change linked to 'Partial Retirement'?
No results found.					

**Employee Assignment Information**

Select Object:   |

Select	Status	Change Reason	Assignment Category	Work Hours	Frequency	New Hours Effective Date	New Change Reason	New Assignment Category	New Work Hours	New Frequency
<input checked="" type="radio"/>	New	Agreed flexible retirement request		36	Week	23-Sep-2013	Change of Hours and Schedule	Part Time	30.00	Week

12. The **Review** screen is now displayed



**Action Note:**

From here, you can either submit or go back to make further updates.

Note: Save for Later should only be used if you do not want to submit at this time. You must click Submit to action the changes.

13. Click **Submit**

Change of Hours, Pattern, Flexible Working Request: Review

Employee Name **Morley, Louise** Organization Email Address [louise.morley@bis.gsi.gov.uk](mailto:louise.morley@bis.gsi.gov.uk)  
 Employee Number **6** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Employee Assignment Information**

<b>Proposed</b>	
<b>Change Reason</b>	Agreed flexible retirement request
<b>Work Hours</b>	36
<b>Frequency</b>	Week
<b>New Hours Effective Date</b>	23-Sep-2013
<b>New Change Reason</b>	Change of Hours and Schedule
<b>New Assignment Category</b>	Part Time
<b>New Work Hours</b>	30.00
<b>New Frequency</b>	Week



**Learning Note:**

On submitting, the request will firstly go to your **Line Manager** and then to the **HR Client Specialist** team for approval.

A Service Request will then be automatically created for the UK SBS HR to make the required changes to your working pattern.

You will receive a notification once the request has been approved.

14. Click [Home](#) to return to the **Employee Self Service** menu

## 7 Professional Details

### 7.1 Education and Qualifications

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Education and Qualifications

The screenshot shows the Oracle Applications Home Page. On the left is a 'Main Menu' with a 'Personalize' button. The menu items include 'Application Diagnostics', 'GSSC Employee Self-Service, BIS Business Group', and various functional areas. The 'Education and Qualification' item is highlighted with a red box. On the right is a 'Worklist' section with a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, it states 'There are no notifications in this view.' and lists 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.'

1. The **Education and Qualifications** screen is displayed


2. Click on **Add Qualification**

The screenshot shows the 'Education and Qualifications' screen. At the top, it displays 'Employee Name **May, Charlie**' and 'Employee Number **12**'. On the right, it shows 'Organization Email Address' and 'Business Group **BIS Business Group**'. There are 'Back' buttons in the top right and bottom right corners. Below this, a message states: 'Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.' A section titled 'Qualifications' contains the message: 'Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.' Below this message is a table with columns: 'Type', 'Title', 'Start Date', 'End Date', 'Status', 'School', and 'Update'. The table currently contains the text 'No results found.' The 'Add Qualification' button is highlighted with a red box.



#### Action Note:

Fields marked with an asterisk are mandatory. All other fields are optional.


3. Click  next to the **Type** field:

**Add Qualification**


Employee Name **May, Charlie**      Organization Email Address  
Employee Number **12**      Business Group **BIS Business Group**


Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.  
\* Indicates required field

**Qualification**

\* Type  

Title

Study Start Date    
(example: 21-Jan-2013)


Actual Completion Date  


Status


Grade

**School**


Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

\* School  

Attendance Start Date  

Attendance End Date  

Full-Time

4. Enter your search term (using the wildcard %) to retrieve the required qualification
5. Click
6. Click the **Quick Select** button  for the required qualification:








**Search and Select: Type**

**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	Name	Qualification ID	Qualification Type ▲	Provider
<input type="radio"/>		ECDL Advanced			
<input type="radio"/>		ECDL Essentials			
<input type="radio"/>		ECDL Extras			
<input type="radio"/>		EMBA			
<input type="radio"/>		European Baccalaureate [EB]			
<input type="radio"/>		European Engineer (Eur Ing)			
<input type="radio"/>		European Ingenieur [Eur Ing]			



**Action Note:**

If the required option is not listed, a Service Request will need to be raised to add the qualification to the list, via iSupport (see section 9.1).

7. Enter the date you started your studies in the **Study Start Date** field
8. Enter the **Actual Completion Date**
9. Enter the **Grade:**

**Add Qualification**

Employee Name **May, Charlie** Organization Email Address  
Employee Number **12** Business Group **BIS Business Group**

Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.  
\* Indicates required field

**Qualification**

\* Type

Title

Study Start Date    
(example: 21-Jan-2013)

Actual Completion Date

Status

Grade

**School**

**Action Note:**

School refers to Establishment of Education. This is a mandatory field. You can select from the list or type in free text.

The rest of the screens in this field are optional

10. Enter the institution that provided your education in the **School** field:

**School**

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

\* School

Attendance Start Date

Attendance End Date

Full-Time

11. Click  when all details have been entered

12. This screen shows a summary of your qualification

13. Once you are happy with the proposed information, click on

**Submit**

Education and Qualifications: Review

Employee Name **May, Charlie** Organization Email Address  
Employee Number **12** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Qualification**

**Proposed**

Type ECDL Essentials  
Study Start Date 09-Jan-2012  
Actual Completion Date 07-Dec-2012  
Status Passed

**School**

**Proposed**

School Cardiff College  
Full-Time No

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
None

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<input type="button" value="Show"/>	1	Whittaker, Sofia	HR People	1	Approver		<input type="button" value="Delete"/>

### Learning Note:



When you submit the changes a notification will be sent to your Line Manager for approval.

If you select **Save for Later** it will result in a notification on your worklist. The proposed changes will not be visible on your record. If at a future date you want to confirm or delete the proposed changes you will need to action it from the worklist.

14. The **Confirmation** page is displayed

15. Click on  to return to the **Employee Self Service** menu:

**Confirmation**

Your changes have been submitted for manager approval.

Home Logout - EBSTRN3 Preferences Help

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## 7.2 Other Professional Qualifications

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Other Professional Qualifications

The screenshot shows the Oracle Applications Home Page. On the left is a 'Main Menu' with a 'Personalize' button. The menu items include 'Application Diagnostics', 'GSSC Employee Self-Service, BIS Business Group', and 'Other Professional Qualifications' (highlighted with a red box). On the right is a 'Worklist' section with a 'Full List' button and a table of notifications.

From	Type	Subject	Sent	Due
SYSADMIN HR		GSSC Education and Qualification has been forwarded for approval to Whittaker, Sofia	05-Feb-2013	

Below the table are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

1. The **Other Professional Qualifications** screen is displayed

2. Click on

**Add Professional Qualification**


The screenshot shows the 'Other Professional Qualifications' screen. At the top, it displays 'Employee Name May, Charlie' and 'Employee Number 12'. Below this is a 'Qualifications' section with a table that is currently empty. The 'Add Professional Qualification' button is highlighted with a red box.

Type	Title	Start Date	End Date	Status	Update
No results found.					



### Action Note:

Fields marked with an asterisk are mandatory. All other fields are optional.


3. Click  next to the **Type** field:

**Add Professional Qualifications**


Employee Name **May, Charlie** Organization Email Address  
Employee Number **12** Business Group **BIS Business Group**


\* Indicates required field

**Qualification**

\* Type  

Title


Study Start Date    
(example: 21-Jan-2013)

Actual Completion Date  

Status

Grade

[Cancel](#) [Save For Later](#) [Next](#)

4. Enter your search term (using the wildcard %) to retrieve the required qualification
5. Click [Go](#)
6. Click the **Quick Select** button  for the required qualification:

**Search and Select: Type**

[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  Name  **c%** [Go](#)

**Results**

Previous 1-10 Next 10

Select	Quick Select	Name	Qualification ID	Qualification Type	Provider
<input type="radio"/>		CChem			
<input type="radio"/>		CEng			
<input type="radio"/>		CIMA 1 Foundation - Business Law			
<input type="radio"/>		CIMA 1 Foundation - Financial Accounting			
<input type="radio"/>		CIMA 1 Foundation - Management Accounting			
<input type="radio"/>		CSE			
<input type="radio"/>		Certificate			
<input type="radio"/>		Certificate Extended Education [CEE]			



**Action Note:**

If the required option is not listed, a Service Request will need to be raised to add the qualification to the list via iSupport (see section 9.1).

7. Enter the date you started your studies in the **Study Start Date** field

8. Enter the **Grade**:

The screenshot shows a 'Qualification' form with the following fields and values:

- \* Type: CIMA 1 Foundation - Finz
- Title: (empty)
- Study Start Date: 04-Feb-2013 (example: 21-Jan-2013)
- Actual Completion Date: (empty)
- Status: Ongoing
- Grade: (empty)

The 'Status' dropdown menu is open, showing options: Failed, Ongoing, and Passed. The 'Ongoing' option is selected.

9. Click **Next** when all details have been entered

10. This screen shows a summary of your qualification

11. Once you are happy with the proposed information, click on **Submit**

The screenshot shows the 'Other Professional Qualifications: Review' page. At the top right, there are buttons: Cancel, Printable Page, Save For Later, Back, and Submit. The Submit button is highlighted with a red box.

Employee Name: **May, Charlie**  
 Employee Number: **12**  
 Organization Email Address: (empty)  
 Business Group: **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 • Indicates Changed Items.

Qualification	
<b>Proposed</b>	
Type	CIMA 1 Foundation - Financial Accounting
Study Start Date	04-Feb-2013
Status	Ongoing

### Learning Note:



When you submit the changes a notification will be sent to your Line Manager for approval.

If you select **Save for Later** it will result in a notification on your worklist. The proposed changes will not be visible on your record. If at a future date you want to confirm or delete the proposed changes you will need to action it from the worklist.

12. The **Confirmation** page is displayed

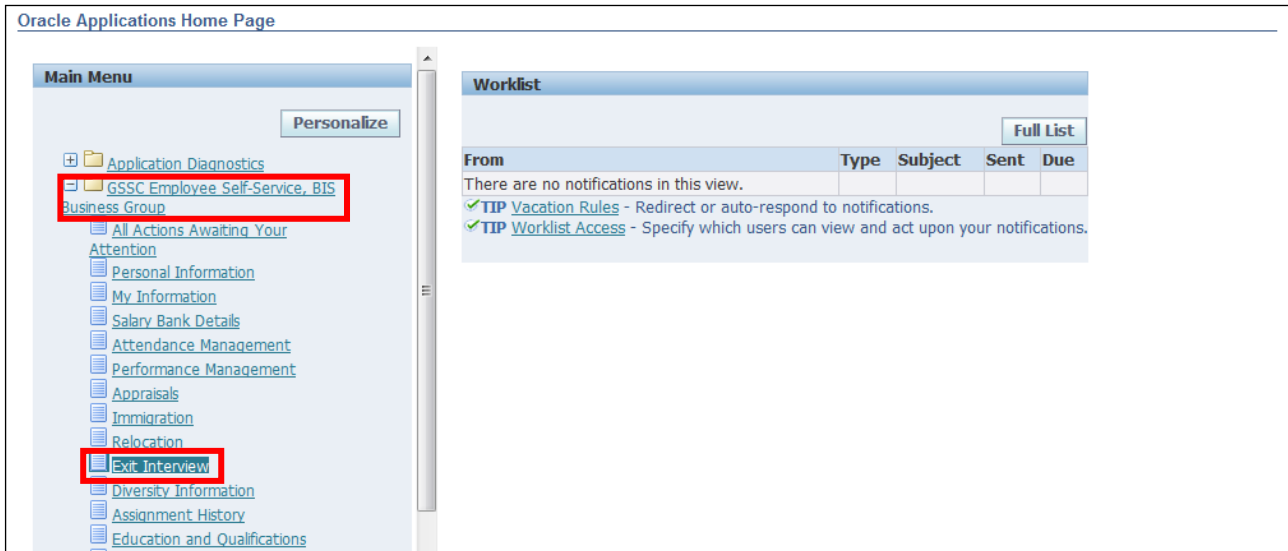
13. Click on **Home** to return to the **Employee Self Service** menu

The screenshot shows the 'Confirmation' page with the message: "Your changes have been submitted for manager approval." At the bottom right, there is a **Home** button highlighted with a red box. The footer contains: Home Logout - EBSTRN3 Preferences Help

## 8 Exit Interview

### 8.1 Completing a New Exit Questionnaire

(N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Exit Interview



Oracle Applications Home Page

**Main Menu** Personalize

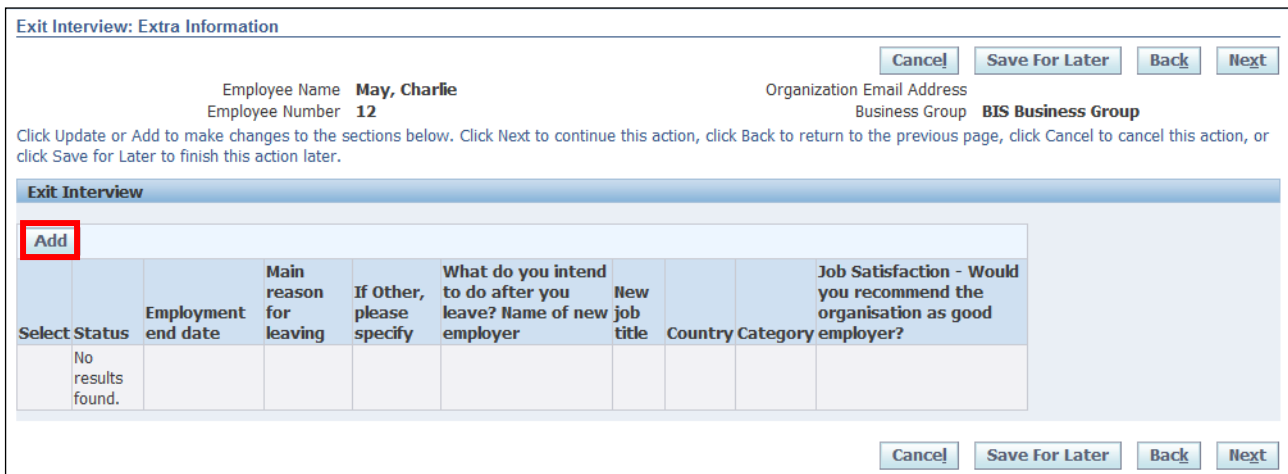
- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group**
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview**
  - Diversity Information
  - Assignment History
  - Education and Qualifications

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

1. The **Exit Interview: Extra Information** screen is displayed

2. Click 



Exit Interview: Extra Information

Employee Name **May, Charlie** Organization Email Address  
Employee Number **12** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Exit Interview**

**Add**

Select Status	Employment end date	Main reason for leaving	If Other, please specify	What do you intend to do after you leave? Name of new employer	New job title	Country	Category	Job Satisfaction - Would you recommend the organisation as good employer?
No results found.								

Cancel Save For Later Back Next



#### Action Note:

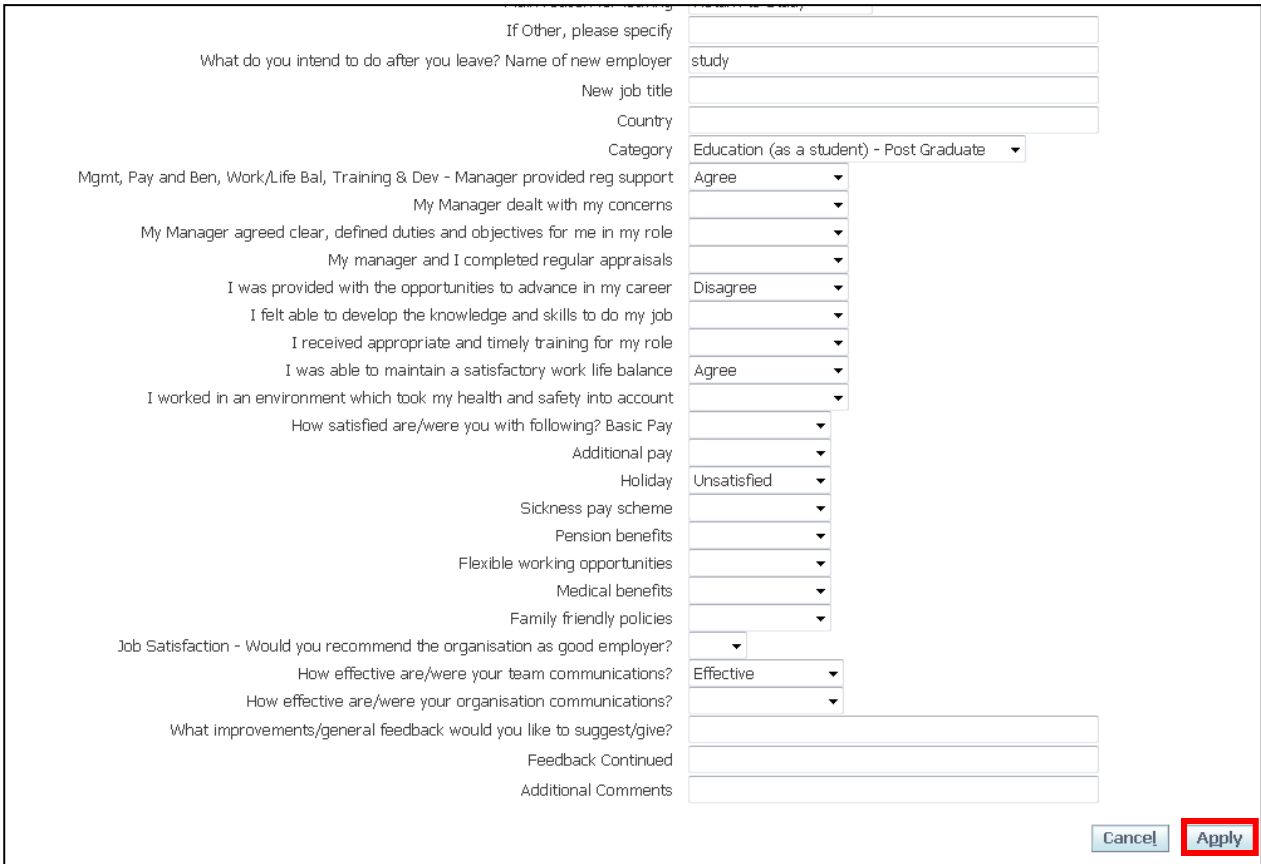
All the questions on the Exit Questionnaire are optional.

You can answer as many or as few as you like.

It is beneficial to the organisation if you answer all the questions.

3. Enter your responses to the questionnaire, using drop downs or manually typing the relevant answer

4. After entering all the relevant details click 



If Other, please specify

What do you intend to do after you leave? Name of new employer study

New job title

Country

Category Education (as a student) - Post Graduate

Mgmt, Pay and Ben, Work/Life Bal, Training & Dev - Manager provided reg support Agree

My Manager dealt with my concerns

My Manager agreed clear, defined duties and objectives for me in my role

My manager and I completed regular appraisals

I was provided with the opportunities to advance in my career Disagree

I felt able to develop the knowledge and skills to do my job

I received appropriate and timely training for my role

I was able to maintain a satisfactory work life balance Agree

I worked in an environment which took my health and safety into account

How satisfied are/were you with following? Basic Pay

Additional pay

Holiday Unsatisfied

Sickness pay scheme

Pension benefits

Flexible working opportunities

Medical benefits

Family friendly policies

Job Satisfaction - Would you recommend the organisation as good employer?



How effective are/were your team communications? Effective

How effective are/were your organisation communications?


What improvements/general feedback would you like to suggest/give?

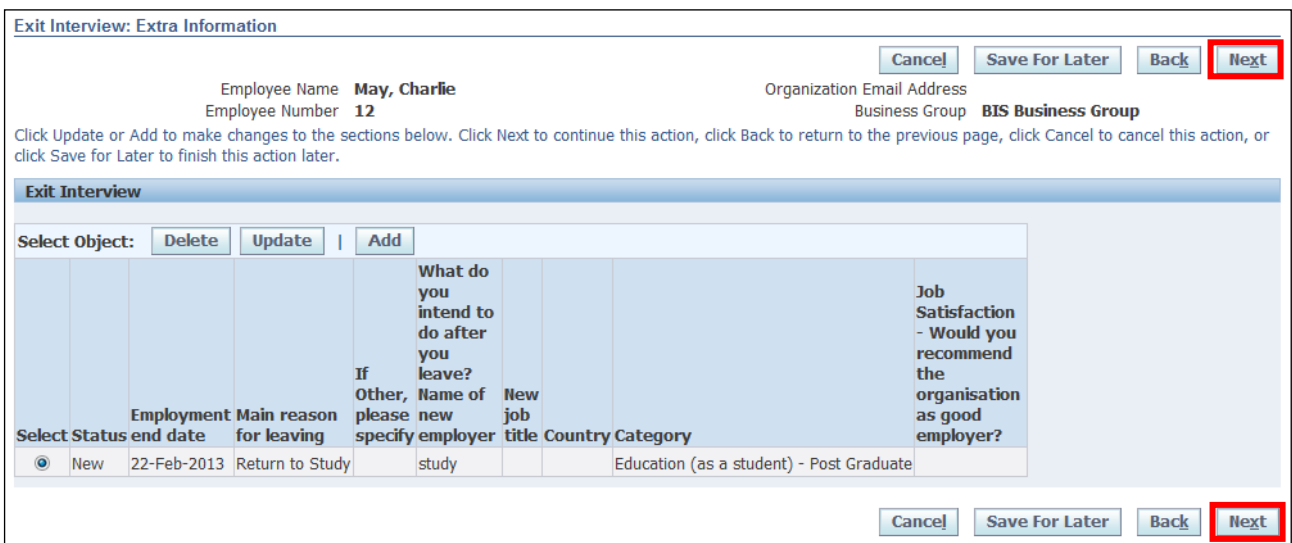
Feedback Continued

Additional Comments


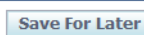


 

5. The **Exit Interview: Extra Information** screen is displayed

6. To confirm the details, click 



**Exit Interview: Extra Information**




   

Employee Name **May, Charlie** Organization Email Address


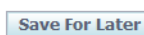


Employee Number **12** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Exit Interview**

Select Object:   | 

Select Status	Employment end date	Main reason for leaving	If Other, please specify	Name of new employer	New job title	Country	Category	Job Satisfaction - Would you recommend the organisation as good employer?
<input checked="" type="radio"/>	New	22-Feb-2013	Return to Study		study		Education (as a student) - Post Graduate	

**Learning Note:**

If you select **Save for Later** it will result in a notification on your worklist. The proposed changes will not be visible on your record. If at a future date you want to confirm or delete the proposed changes you will need to action it from the worklist.

7. The **Exit Interview: Review** screen is displayed

8. Click 

**Exit Interview: Review**

Employee Name **May, Charlie**      Organization Email Address  
 Employee Number **12**                      Business Group **BIS Business Group**

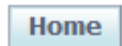
Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Exit Interview**

	<b>Proposed</b>
<b>Employment end date</b>	22-Feb-2013
<b>Main reason for leaving</b>	Return to Study
<b>What do you intend to do after you leave? Name of new employer</b>	study
<b>Category</b>	Education (as a student) - Post Graduate
<b>Mgmt, Pay and Ben, Work/Life Bal, Training &amp; Dev - Manager provided reg support</b>	Agree
<b>I was provided with the opportunities to advance in my career</b>	Disagree
<b>I was able to maintain a satisfactory work life balance</b>	Agree
<b>Holiday</b>	Unsatisfied
<b>How effective are/were your team communications?</b>	Effective

9. The **Confirmation** page is displayed

10. Click  to return to the **Employee Self Service** menu:

**Confirmation**

Your changes have been applied.

Home   Logout - EBSTRN3   Preferences   Help

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## 8.2 Updating an Exit Questionnaire

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Exit Interview

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group**
- All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview**
  - Diversity Information
  - Assignment History
  - Education and Qualifications

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

1. The **Exit Interview: Extra Information** screen is displayed.

Exit Interview: Extra Information

Cancel Save For Later Back Next

Employee Name **May, Charlie** Organization Email Address  
Employee Number **12** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Exit Interview**

Select Object: Delete Update Add

Select Status	Employment end date	Main reason for leaving	Other, please specify	If new employer	Name of new job title	New job title	Country	Category	Job Satisfaction - Would you recommend the organisation as good employer?
<input checked="" type="radio"/>	22-Feb-2013	Return to Study	study					Education (as a student) - Post Graduate	

Cancel Save For Later Back Next

2. Select the relevant **Exit Interview** and click

**Update**

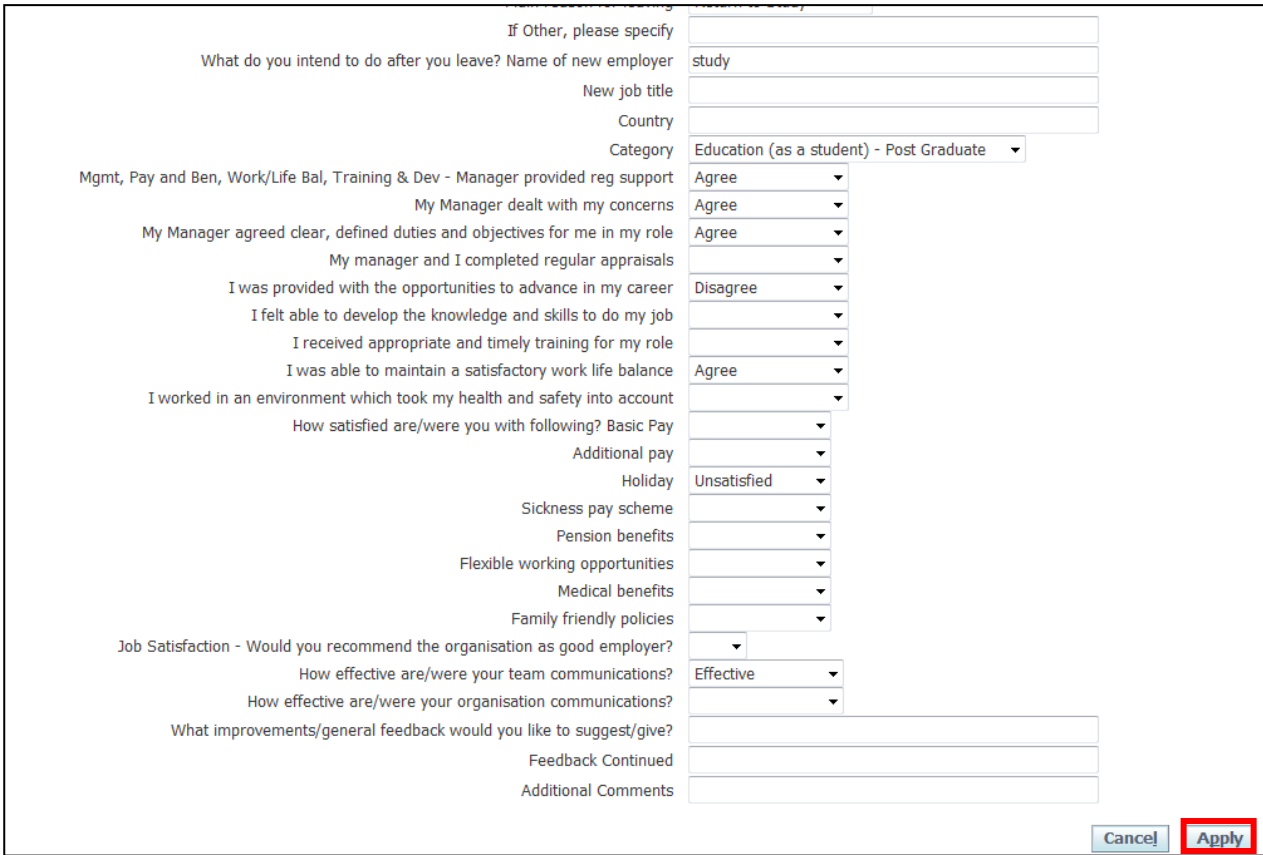


#### Action Note:

Once an **Exit Questionnaire** has been recorded, there is an option to either **Update** it with further information or **Delete** it completely

- Update your responses to the questionnaire, using drop downs or manually typing the relevant answer

- After entering all the relevant details click 



If Other, please specify

What do you intend to do after you leave? Name of new employer study

New job title

Country

Category Education (as a student) - Post Graduate

Mgmt, Pay and Ben, Work/Life Bal, Training & Dev - Manager provided reg support Agree

My Manager dealt with my concerns Agree

My Manager agreed clear, defined duties and objectives for me in my role Agree

My manager and I completed regular appraisals

I was provided with the opportunities to advance in my career Disagree

I felt able to develop the knowledge and skills to do my job

I received appropriate and timely training for my role

I was able to maintain a satisfactory work life balance Agree

I worked in an environment which took my health and safety into account

How satisfied are/were you with following? Basic Pay

Additional pay

Holiday Unsatisfied

Sickness pay scheme

Pension benefits

Flexible working opportunities

Medical benefits

Family friendly policies

Job Satisfaction - Would you recommend the organisation as good employer?



How effective are/were your team communications? Effective

How effective are/were your organisation communications?


What improvements/general feedback would you like to suggest/give?

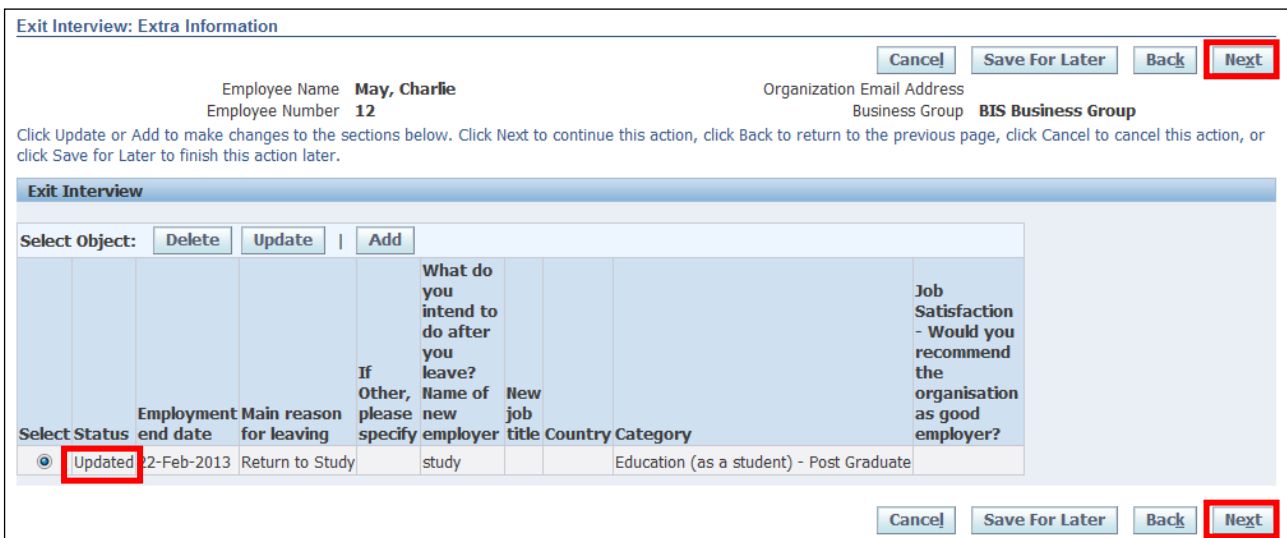
Feedback Continued

Additional Comments





 

- The **Exit Interview: Extra Information** screen is displayed: Note-The status of the questionnaire has now changed to **Updated**

- To confirm the details, click 



**Exit Interview: Extra Information**





   

Employee Name **May, Charlie** Organization Email Address

Employee Number **12** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

Exit Interview							
Select Object:	Delete	Update	Add				
Select Status	Employment end date	Main reason for leaving	If Other, please specify	Name of new employer	New job title	Country	Category
<input checked="" type="radio"/> Updated	2-Feb-2013	Return to Study		study			Education (as a student) - Post Graduate

7. The **Exit Interview: Review** screen is displayed, the changes are highlighted with a blue circle



**Learning Note:**

If you select **Save for Later** it will result in a notification on your worklist. The proposed changes will not be visible on your record. If at a future date you want to confirm or delete the proposed changes you will need to action it from the worklist.

8. Click

**Submit**

**Exit Interview: Review**

Employee Name **May, Charlie**      Organization Email Address  
 Employee Number **12**      Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Exit Interview**

	Current	Proposed
<b>Employment end date</b>	22-Feb-2013	22-Feb-2013
<b>Main reason for leaving</b>	Return to Study	Return to Study
<b>What do you intend to do after you leave? Name of new employer</b>	study	study
<b>Category</b>	Education (as a student) - Post Graduate	Education (as a student) - Post Graduate
<b>Mgmt, Pay and Ben, Work/Life Bal, Training &amp; Dev - Manager provided reg support</b>	Agree	Agree
<b>My Manager dealt with my concerns</b>		Agree <input type="radio"/>
<b>My Manager agreed clear, defined duties and objectives for me in my role</b>		Agree <input type="radio"/>
<b>I was provided with the opportunities to advance in my career</b>	Disagree	Disagree
<b>I was able to maintain a satisfactory work life balance</b>	Agree	Agree
<b>Holiday</b>	Unsatisfied	Unsatisfied
<b>How effective are/were your team communications?</b>	Effective	Effective

9. The **Confirmation** page is displayed

10. Click **Home** to return to the **Employee Self Service** menu

## 8.3 Deleting an Exit Questionnaire

### (N) GSSC Employee Self-Service, YOUR ORGANISATION Business Group > Exit Interview

Oracle Applications Home Page

**Main Menu**

Personalize

- Application Diagnostics
- GSSC Employee Self-Service, BIS Business Group**
  - All Actions Awaiting Your Attention
  - Personal Information
  - My Information
  - Salary Bank Details
  - Attendance Management
  - Performance Management
  - Appraisals
  - Immigration
  - Relocation
  - Exit Interview**
  - Diversity Information
  - Assignment History
  - Education and Qualifications

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

1. The **Exit Interview: Extra Information** screen is displayed

2. Select the relevant **Exit Interview** and click

**Delete**

**Exit Interview: Extra Information**

Employee Name **May, Charlie**      Organization Email Address  
 Employee Number **12**      Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Exit Interview**

Select Object: **Delete** | Update | Add

Select Status	Employment end date	Main reason for leaving	If Other, please specify	What do you intend to do after you leave? Other, Name of new employer	New job title	Country	Category	Job Satisfaction - Would you recommend the organisation as good employer?
<input checked="" type="radio"/>	22-Feb-2013	Return to Study		study			Education (as a student) - Post Graduate	


Cancel | Save For Later | Back | Next



#### Action Note:

Once an **Exit Questionnaire** has been recorded, there is an option to either **Update** it with further information or **Delete** it completely.

3. The **Exit Interview: Extra Information** screen is displayed: Note - The status of the questionnaire is now showing as **Deleted**

4. To confirm the details, click 

Exit Interview: Extra Information

Employee Name **May, Charlie** Organization Email Address  
 Employee Number **12** Business Group **BIS Business Group**

Click Update or Add to make changes to the sections 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.

**Exit Interview**

Select Object:

Select	Status	end date	Employment	Main reason	If	What do	New	Country	Category	Job
				for leaving	Other,	you	job			Satisfaction
					please	intend	title			- Would you
					specify	to				recommend
					new	do				the
					employer	after				organisation
						you				as good
						leave?				employer?
<input checked="" type="radio"/>	Deleted	2-Feb-2013	Return to Study	Return to Study		study			Education (as a student) - Post Graduate	

5. The **Exit Interview: Review** screen is displayed

6. Click 

Exit Interview: Review

Employee Name **May, Charlie** Organization Email Address  
 Employee Number **12** Business Group **BIS Business Group**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**Exit Interview**


<b>Removed</b>	
<b>Employment end date</b>	22-Feb-2013
<b>Main reason for leaving</b>	Return to Study
<b>What do you intend to do after you leave? Name of new employer</b>	study
<b>Category</b>	Education (as a student) - Post Graduate
<b>Mgmt, Pay and Ben, Work/Life Bal, Training &amp; Dev - Manager provided reg support</b>	Agree
<b>My Manager dealt with my concerns</b>	Agree
<b>My Manager agreed clear, defined duties and objectives for me in my role</b>	Agree
<b>I was provided with the opportunities to advance in my career</b>	Disagree
<b>I was able to maintain a satisfactory work life balance</b>	Agree
<b>Holiday</b>	Unsatisfied
<b>How effective are/were your team communications?</b>	Effective



#### Learning Note:

If you select **Save for Later** it will result in a notification on your worklist. The proposed changes will not be visible on your record. If at a future date you want to confirm or delete the proposed changes you will need to action it from the worklist.

7. The **Confirmation** page is displayed

8. Click  to return to the **Employee Self Service** menu

## 9 iSupport

### 9.1 Using Service Requests

**You should contact UK SBS by raising a Service Request.**

A service request should be created for requesting transactional changes and information from UK SBS in HR, Payroll, Procurement or Finance.

The benefits of raising a Service Request are:

#### **It's quick and easy**

**Log onto Oracle** and click on the [BIS iSupport Employee User](#) link; it then just takes a few minutes to raise a Service Request.

#### **It keeps you informed**

You can track the progress of your Service Request within Oracle. It is where you view, update, close and re-open existing Service Requests.

#### **It routes your request to the correct Team**

Different teams handle different requests. Oracle will automatically assign your request to the correct team based on the request type you select. This helps to resolve your request more quickly and efficiently.

If you happen to select the incorrect request type UK SBS will simply reassign it to the correct team.

#### **It's secure**

As Service requests are raised directly within a secure Oracle platform. This means transmitting personal/sensitive data, including files is safe and secure.

**Follow this chapter to raise a Service Request.**

**(N) YOUR ORGANISATION iSupport Employee User responsibility**

Oracle Applications Home Page Logged In As HREMP30

**Main Menu** Personalize

- BIS iSupport Employee User
- GSSC Employee Self-Service, BIS Business Group

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
	TIP	Vacation Rules - Redirect or auto-respond to notifications.		
	TIP	Worklist Access - Specify which users can view and act upon your notifications.		

**Learning Note:**

You are now presented with the iSupport Homepage.

There are direct links to Help and Guidance, eLearning modules, Feedback and ISS.

From this page you can create a new Service Request and view previously created Service Requests.

For further details on how to **View/Update** and **Re-Open** existing Service Requests, please see the alternative topics within this chapter.



ORACLE iSupport Navigator Favorites Sign Out

Home

Quick Find Service Requests

Logged In As

Welcome

**Support Resources**

[Help and Guidance](#)  
Need help or advice? Click here to access customer support

[eLearning](#)  
Learn as the training walks you through the processes

[Feedback](#)  
Send us your comments, compliments or complaints

[ISS](#)  
The ISS Team are dedicated to providing IT/IS service and support

**9.2 Create a Service Request****Action Note:**

The first step in creating a Service Request is to select the relevant **Functional Area**, **Service Request Group** and **Service Request Type**.

This will ensure that your request goes directly to the correct team within UK SBS. This will help to avoid any delays with processing your request. If you happen to select the incorrect request type UK SBS will simply reassign it to the correct team.

In this example we going to raise a Service Request to check the process for claiming non-hours based overtime.



**Caution Note:**

Do not raise a **new** Service Request to update or query an existing Service Request. Creating multiple Service Requests for the same query will result in a delay to the resolution of your request. You can view and update existing Service Requests via your **iSupport homepage**. See topic **View/Update** a Service Request.

1. Select the relevant **Functional Area**
2. Select the relevant **Service Request Group**
3. Select the relevant **Service Request Type**:

The screenshot shows the Oracle iSupport interface. At the top, there's a navigation bar with 'Navigator', 'Favorites', and 'Sign Out'. Below that is a search bar with 'Quick Find' and 'Service Requests' dropdown. The main content area is titled 'Create Service Request' and contains three dropdown menus: 'Functional Area' (set to 'HR & Payroll'), 'Service Request Group' (set to 'Payroll'), and 'Service Request Types' (set to 'Overtime'). A 'Create Service Request' button is located to the right of these dropdowns. Below the form is a section for 'Existing Service Requests' with a table header including 'Request Number', 'Problem Summary', 'Request Type', 'Status', 'Reported On', and 'Last Updated On'. There are also navigation links for 'Previous 1-10' and 'Next 10'.

4. Click **Create Service Request**

This screenshot is identical to the previous one, showing the 'Create Service Request' form with the same dropdown selections. The 'Create Service Request' button is now highlighted with a red box, indicating it should be clicked.



5. The following tables will help you select the **Functional Area**, **Service Request Group** and **Type** based on your request/query

### HR & PAYROLL

Action Required	Functional Area	Service Request Group
<b><u>Change to Contracts – Permanent Employee</u></b> Change existing Contract, Change of Hours, Contractual Payments, Loans, Promotions, Secondment, Substitution, Temporary Cover/Promotion, Transfer, TUPE/COSOP	HR & Payroll	<b>Change existing Contract-Permanent Employee</b>
<b><u>Change to Contracts – Temporary Employee</u></b> Change existing Contract, Change of assignment, Change of Hours, Extend/End Contract	HR & Payroll	<b>Change existing Contract – Temporary Employee</b>
<b><u>New Starters</u></b> Set up a Paid/Unpaid New Starter, Set up a Contingent/ Agency/Contractor, Probation	HR & Payroll	<b>Joining an Organisation</b>
<b><u>Leavers</u></b> Leaver Exit Questionnaire, Managed exit, Partial Retirement, Redundancy, Resignation, Retirement, Voluntary Exit, Death in Service, Dismissal	HR & Payroll	<b>Leaving an Organisation</b>
<b><u>Employee Information and Data</u></b> Change of Manager, Change of Personal Details, Employee Related Documentation – Filing, Make a change to cost centre	HR & Payroll	<b>Make a change to my employee data</b>
<b><u>Absences</u></b> Amending Annual Leave, Fit Notes, Part Time on medical grounds, Sickness, Special Leave Paid/Unpaid	HR & Payroll	<b>Managing Absences</b>
<b><u>Statutory Absences</u></b> Career Break, Maternity/KIT days, Paternity	HR & Payroll	<b>Managing Statutory Absence</b>
<b><u>Benefits</u></b> Childcare Vouchers, Cycle to Work, Excess Fares, Season Ticket/Loans	HR & Payroll	<b>My Benefits</b>
<b><u>Pay</u></b> Bonus Payments, End of Year – P60/P11D, Overtime, P45/HMRC New Starter checklist, Pay Award, Tax Code Query, Travel Claims and Expenses	HR & Payroll	<b>My Pay</b>
<b><u>Pension</u></b> Change to Pension, Pension Query	HR & Payroll	<b>My Pension</b>
<b><u>References</u></b> Employment Reference, Tenancy /Mortgage	HR & Payroll	<b>References</b>

**ALL OTHERS**

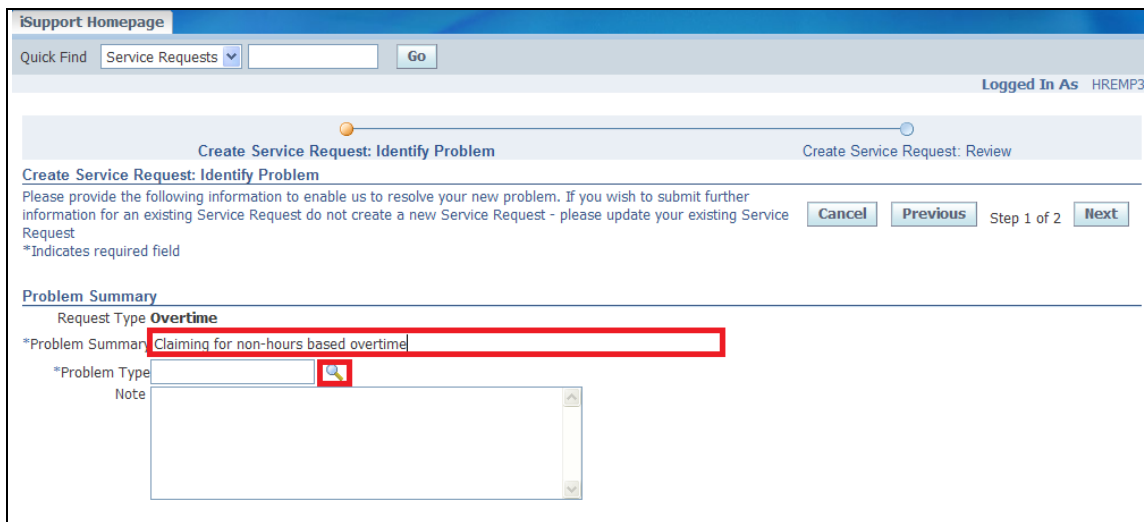
<b>Action Required</b>	<b>Functional Area &amp; Service Request Group</b>	<b>Service Request Types</b>
Closure or Cancellation of Purchase Orders	Procurement	<b>Order Closing &amp; Cancelling</b>
Queries on Requisitions with No PO up to 50k	Procurement	<b>Req not converted up to 50k</b>
Queries on Requisitions with No PO over 50k	Procurement	<b>Req not converted 50k &amp; over</b>
Sourcing requests /queries up to 50k	Procurement	<b>Sourcing Request up to 50k</b>
Sourcing requests /queries over 50k	Procurement	<b>Sourcing Request 50k &amp; over</b>
Supplier Invoice or Payments	Finance	<b>Accounts Payable</b>
Customer Set Up, Invoice or Payments	Finance	<b>Accounts Receivable</b>
Budget & Forecast Requests	Finance	<b>Budgeting</b>
Cash Forecasting actions or queries	Finance	<b>Cash Management</b>
Processing of Export Vouchers	Finance	<b>Export Vouchers</b>
Finance Process/Policy query	Finance	<b>Finance Service Query</b>
Fixed Asset Query or Instruction	Finance	<b>Fixed Assets</b>
FCO Invoices/Payments	Finance	<b>Foreign Commonwealth Office</b>
Inter Entity Transactions/Queries	Finance	<b>Inter Entity</b>
OMIS related payments & queries	Finance	<b>Overseas Market Intro Service</b>
Post Office Loan related transactions or queries	Finance	<b>Post Office Loan</b>
Transparency requests or queries	Finance	<b>Transparency</b>
Expenses related actions or queries	Finance	<b>Travel &amp; Subsistence</b>
Queries related to the ZZ Funding Requisition and Payment Process	Finance	<b>ZZ Funding</b>
Oracle Access & New Responsibility Requests	User Management	<b>User Management</b>

**Action Note:**

You are now required to enter further details of your Service Request.

6. Enter a brief description of the Service Request into the **Problem Summary** field.

7. Click  next to the **Problem Type** field:



**Support Homepage**

Quick Find Service Requests  Go

Logged In As HREMP30

Create Service Request: Identify Problem Create Service Request: Review

**Create Service Request: Identify Problem**


Please provide the following information to enable us to resolve your new problem. If you wish to submit further information for an existing Service Request do not create a new Service Request - please update your existing Service Request

\*Indicates required field

**Problem Summary**

Request Type **Overtime**

\*Problem Summary

\*Problem Type  

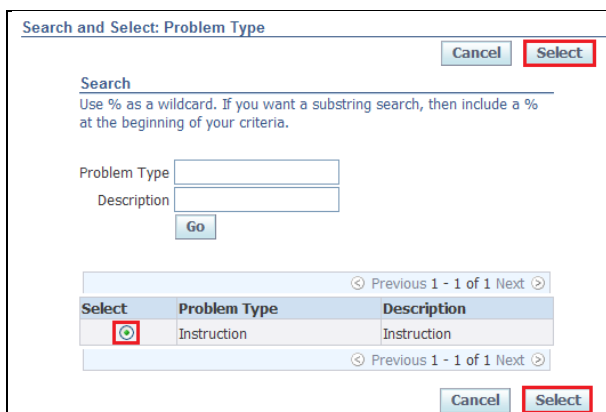
Note

Cancel Previous Step 1 of 2 Next

8. Select the relevant **Problem Type**:

**Learning Note:**

In this example there is only one **Problem Type** to choose from. Depending on the selections made previously, there may be more options on this screen.



**Search and Select: Problem Type**

Cancel **Select**

**Search**

Use % as a wildcard. If you want a substring search, then include a % at the beginning of your criteria.

Problem Type

Description

Go

Previous 1 - 1 of 1 Next

Select	Problem Type	Description
<input checked="" type="radio"/>	Instruction	Instruction

Previous 1 - 1 of 1 Next

Cancel **Select**

9. Enter a more detailed description of your Service Request into the **Note** field:

Create Service Request: Identify Problem Create Service Request: Review

**Create Service Request: Identify Problem**

Please provide the following information to enable us to resolve your new problem. If you wish to submit further information for an existing Service Request do not create a new Service Request - please update your existing Service Request Cancel Previous Step 1 of 2 Next

\*Indicates required field

**Problem Summary**

Request Type **Overtime**

\*Problem Summary Claiming for non-hours based overtime

\*Problem Type Instruction

Note Please can you inform me how I claim for non-hours based overtime?

**Learning Note:**

The **Primary Contact** section allows you to determine how you would like to be contacted (determined by the details held on your HR record) and also has the option for you to add other contacts to be included in the Service Request communication. This could be your Line Manager or any other Employee within your Organisation.

For further information on how to update your contact information held on your HR record please see the **Editing Personal Information** topic.

## 10. Select your preferred method of communication:

**Primary Contact**

Contact Birch, Mrs Keira Add Contacts

Contact By E-mail-keira.birch@bis.gsi.gov.uk

<Select One>

E-mail-keira.birch@bis.gsi.gov.uk

Phone-Home-01793746586 Add Attachment


**Attachments**

11. Click **Add Contacts** to include another Employee in the Service Request communication:

**Primary Contact**

Contact Birch, Mrs Keira **Add Contacts**

Contact By E-mail-keira.birch@bis.gsi.gov.uk

12. Click  next to the blank **Contact** field:










Create Service Request: Identify Problem Create Service Request: Review

Create Service Request: Add Contacts

Request Type **Overtime** Urgency

Problem Summary **Claiming for non-hours based overtime**

Problem Type **Instruction**

Contact	Contact By	Primary	Remove
Birch, Mrs Keira 	E-mail-keira.birch@bis.g 	<input checked="" type="radio"/>	
<input type="text"/> 	<input type="text"/> 	<input type="radio"/>	
<input type="text"/> 	<input type="text"/> 	<input type="radio"/>	

13. Search for the Employee using the wildcard if appropriate (%). Click

14. Click

**Search and Select: Contact**

**Search**

Use % as a wildcard. If you want a substring search, then include a % at the beginning of your criteria.

Full Name

First Name


Last Name

Email Address

**Result**

⏪ Previous 1 - 2 of 2 Next ⏩

Select	Full Name	First Name	Last Name	Middle Name	Employee Number	Email Address	Phone Number	Contact Address	City
<input type="radio"/>	Owen, Mr Frankie	Frankie	Owen		662	frankie.owen@bis.gsi.gov.uk		Westminster	Londor
<input checked="" type="radio"/>	Owen, Mr George	George	Owen		259	george.owen@bis.gsi.gov.uk		Westminster	Londor










15. Click  next to the blank **Contact By** field:

**Create Service Request: Add Contacts** Cancel Add Contacts

Request Type **Overtime** Urgency

Problem Summary **Claiming for non-hours based overtime**

Problem Type **Instruction**

Contact	Contact By	Primary	Remove
Birch, Mrs Keira 	E-mail-keira.birch@bis.g 	<input checked="" type="radio"/>	
Owen, Mr George 	<input type="text"/> 	<input type="radio"/>	
<input type="text"/> 	<input type="text"/> 	<input type="radio"/>	

Add Row Cancel Add Contacts



### Learning Note:


All available contact details for the employee are displayed, as reflected in their HR record.

16. Choose the preferred method of **Contact**

17. Click **Select**

**Search and Select: Contact Point** Cancel **Select**

**Search**  
Use % as a wildcard. If you want a substring search, then include a % at the beginning of your criteria.

Type  

Contact Point

**Go**

Previous 1 - 2 of 2 Next

Select	Contact Point	Type
<input type="radio"/>	01793456482	Phone-Home
<input checked="" type="radio"/>	george.owen@bis.gsi.gov.uk	E-mail

Previous 1 - 2 of 2 Next

Cancel **Select**

18. Click **Add Contacts**










Create Service Request: Identify Problem Create Service Request: Review

Create Service Request: Add Contacts Cancel **Add Contacts**

Request Type **Overtime** Urgency

Problem Summary **Claiming for non-hours based overtime**

Problem Type **Instruction**

Contact	Contact By	Primary	Remove
Birch, Mrs Keira 	E-mail-keira.birch@bis.g 	<input checked="" type="radio"/>	
Owen, Mr George 	george.owen@bis.gsi.go 	<input type="radio"/>	
<input type="text"/> 	<input type="text"/> 	<input type="radio"/>	

**Add Row**

Cancel **Add Contacts**

**Learning Note:**

If you have added a contact in error you can remove them by clicking on the dustbin icon.










Alternatively, you can select which should be the **Primary Contact**.

Create Service Request: Add Contacts Cancel **Add Contacts**

Request Type **Overtime** Urgency

Problem Summary **Claiming for non-hours based overtime**

Problem Type **Instruction**

Contact	Contact By	Primary	Remove
Birch, Mrs Keira 	E-mail-keira.birch@bis.g 	<input checked="" type="radio"/>	
Owen, Mr George 	george.owen@bis.gsi.go 	<input type="radio"/>	
<input type="text"/> 	<input type="text"/> 	<input type="radio"/>	

**Add Row**

Cancel **Add Contacts**

**Action Note:**

In certain circumstances it will be necessary for you to add an attachment to the Service Request. This could be a form, email or any other document that is stored on your computer. You can add an attachment by clicking on the **Add Attachment** button.

For further details on adding an attachment please see topic **View/Update a Service Request**.

Attachments		Add Attachment
Attachment	Description	Remove
Please associate attachments with the service request		



19. Click 

**iSupport Homepage**

Quick Find  Service Requests

Logged In As HREMP30

**Create Service Request: Identify Problem** Create Service Request: Review

**Create Service Request: Identify Problem**


Please provide the following information to enable us to resolve your new problem. If you wish to submit further information for an existing Service Request do not create a new Service Request - please update your existing Service Request   Step 1 of 2

\*Indicates required field

**Problem Summary**

Request Type **Overtime**

\*Problem Summary

\*Problem Type  

Note

**Learning Note:**

You are now presented with the review screen.

If you wish to make any changes before submitting, click the **Previous** button. Alternatively you could click on the **Cancel** button if you no longer wish to proceed with the Service Request.

20. Click 

**Create Service Request: Review**   Step 2 of 2

Request Type **Overtime** Urgency

Problem Summary **Claiming for non-hours based overtime**

Problem Type **Instruction**

**Problem Details**

Note Type **Problem Description**

Note **Please can you inform me how I claim for non-hours based overtime?**

**Attachments**

Attachment	Description
Please associate attachments with the service request.	

**Primary Contact**

Contact **Birch, Mrs Keira**

**Contacts**

Contact Name
Birch, Mrs Keira
Owen, Mr George

Step 2 of 2

**Learning Note:**

On submitting, the Service Request will go directly to the relevant team within UK SBS to process.

Any updates from UK SBS can be viewed within the **Existing Service Requests** section in **BIS iSupport Employee User** page. See topic **View/Update a Service Request** for further details.

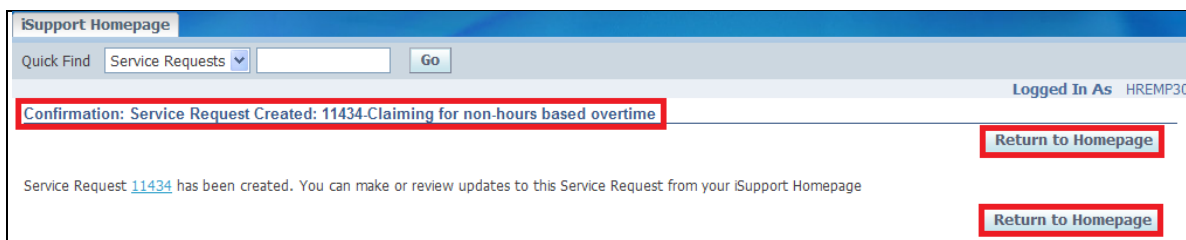
**The service request will be closed when you have received a satisfactory response to your request.**

21. **Confirmation** is received that a Service Request has been created

22. An email notification should be received to advise you when a Service Request has been updated by UK SBS

23. All Service Requests will be visible within the **Existing Service Requests** section on your **iSupport Homepage**

24. Click [Return to Homepage](#)



## 9.3 View/Update a Service Request



### Learning Note:

All Service Requests will be visible within the **Existing Service Requests** section on your iSupport Homepage. Here you can track the progress of your Service Requests. This is providing you have created the Service Request directly via iSupport.

You may wish to **update** an existing Service Request with additional information, for example to add a form or to simply to include extra details/notes.

You will only be able to update Service Requests that have the status of **Open** or **In Progress**.

For further details on how to **Re-open a Service Request**, please see topic **Re-open a Service Request**.

In this example we are going to update a Service Request to include a form that has been completed and authorised.



### Caution Note:

Do not raise a **new** Service Request to request an update on an existing Service Request. Creating multiple Service Requests for the same query may result in a delay to the resolution of your request. You can view and update existing Service Requests via your **iSupport homepage**.

1. Click on the **Service Request** you wish to view or update:

Create Service Request					
Functional Area	<input type="text"/>	Service Request Group	<input type="text"/>	Service Request Types	<input type="text"/>
Existing Service Requests					
Request Number	Problem Summary	Request Type	Status	Reported On	
11434	Claiming for non-hours based overtime	Overtime	In Progress	20-DEC-2013	



### Learning Note:

There are three areas that can be updated:

**Overview** – to add any further notes to the Service Request

**Contacts** – to amend Contact information

**Attachments** – to add documentation to the Request

Support Homepage

Quick Find Service Requests  Go

Logged In As HREMP30

Service Request: 11434 - Claiming for non-hours based overtime

Please click on the "Save Changes" button after updating the Service Request

Cancel Close Request Save Changes

Request Number 11434  
Problem Summary Claiming for non-hours based overtime

Overview Contacts Attachments

Preferred Language

General Information

Status In Progress	Request Type Overtime
Problem Type Instruction	Error Message(s)
Reported On 20-DEC-2013 09:37:54	Target Resolution Date 24-DEC-2013 09:39:54

Progress

Expand Collapse

Creation Date	Updated By
20-DEC-2013 10:36:48	May, Mr Charlie
Status changes from "Open" to "In Progress".	
20-DEC-2013 10:36:02	May, Mr Charlie
Please complete B.6.1A Overtime and Allowance form which will need to be approved by your line manager.	
20-DEC-2013 09:38:17	
Please can you inform me how I claim for non-hours based overtime?	

### Learning Note:



The **Overview** tab displays all communication that has occurred within the Service Request.

In this example we can see that there is a response from UK SBS in answer to the original query. In this example we will add a note and attach the form as advised by UK SBS.

Support Homepage

Quick Find Service Requests  Go

Logged In As HREMP30

Service Request: 11434 - Claiming for non-hours based overtime

Please click on the "Save Changes" button after updating the Service Request

Cancel Close Request Save Changes

Request Number 11434  
Problem Summary Claiming for non-hours based overtime

Overview Contacts Attachments

Preferred Language

General Information

Status In Progress	Request Type Overtime
Problem Type Instruction	Error Message(s)
Reported On 20-DEC-2013 09:37:54	Target Resolution Date 24-DEC-2013 09:39:54

Progress

Expand Collapse

Creation Date	Updated By
20-DEC-2013 10:36:48	May, Mr Charlie
Status changes from "Open" to "In Progress".	
20-DEC-2013 10:36:02	May, Mr Charlie
Please complete B.6.1A Overtime and Allowance form which will need to be approved by your line manager.	
20-DEC-2013 09:38:17	
Please can you inform me how I claim for non-hours based overtime?	

- To add a further note to the Service Request, within the **Overview** tab enter the additional information into the **Note** field:

**Progress**

Expand Collapse

Creation Date	Updated By
20-DEC-2013 10:36:48	May, Mr Charlie
Status changes from "Open" to "In Progress".	
20-DEC-2013 10:36:02	May, Mr Charlie
Please complete 8.6.1A Overtime and Allowance form which will need to be approved by your line manager.	
20-DEC-2013 09:38:17	
Please can you inform me how I claim for non-hours based overtime?	

**Add a Note**

Provide us with any additional information that may help us in resolving your issue quickly.

Note: Please see the approved form attached

Cancel Close Request Save Changes

- Click the **Attachments** tab

- Click **Add Attachment**

**Support Homepage**

Quick Find Service Requests  Go

Logged In As HREMP30

**Service Request: 11434 - Claiming for non-hours based overtime**

Please click on the "Save Changes" button after updating the Service Request

Cancel Close Request Save Changes

Request Number **11434**  
Problem Summary **Claiming for non-hours based overtime**

Overview Contacts **Attachments**

**Attachments**

Add Attachment

Attachment	Description	View Attachment	Remove
Please associate attachments with the service request.			

Cancel Close Request Save Changes

5. Click on  to search for the document you wish to attach
6. Search and select document, click

iSupport - Add Attachment - Windows Internet Explorer provided by ITC

https://btrt.ssc.rcuk.ac.uk/OA\_HTML/iburatth.jsp?formName=SRDetails&atthIdx=0

\*Attachment

Tip: You can upload attachments upto 10000 KB

Description

\*Indicates required field

Done Internet 100%



**Caution Note:**

In order for the updated Service Request to be sent through to the relevant UK SBS team, the  button needs to be pressed.

If this step is not completed, the UK SBS team will not have sight of the updated Service Request.

7. Click

iSupport Homepage

Quick Find  Service Requests

Logged In As HREMP30

Service Request: 11434 - Claiming for non-hours based overtime

Please click on the "Save Changes" button after updating the Service Request

Request Number 11434  
Problem Summary **Claiming for non-hours based overtime**


Attachments

Attachment	Description	View Attachment	Remove
8.6.1A Overtime and Allowance Form.docx	Overtime and Allowance Form	<input type="button" value="View Attachment"/>	<input type="button" value="Remove"/>

**Learning Note:**

The document has now been added to the Service Request.

If the document has been added in error, it can be deleted by clicking the **Remove** icon.

Attachments			
Attachment	Description	View Attachment	Remove
8.6.1A Overtime and Allowance Form.docx	Overtime and Allowance Form	∞	


Buttons: Cancel, Close Request, Save Changes

8. The **Service Request** has now been updated:

iSupport Homepage

Quick Find: Service Requests  Go

Logged In As: HREMP30

 **Confirmation**  
The service request was updated successfully.

Service Request: 11434 - Claiming for non-hours based overtime

Please click on the "Save Changes" button after updating the Service Request

Buttons: Cancel, Close Request, Save Changes

Request Number **11434**  
Problem Summary **Claiming for non-hours based overtime**

Overview Contacts Attachments

**Learning Note:**

The Service Request will now be automatically visible to the relevant UK SBS team to process.

You will receive a notification as soon as there is a response to your request.

The history of your Service Request is displayed and can be accessed from the **Existing Service Requests** section on the **iSupport Homepage**.

9. Click on **iSupport Homepage**



## 9.4 Close a Service Request



### Learning Note:

All Service Requests will be visible within the **Existing Service Requests** section. You may wish to **close** a Service Request that is no longer required, for example if you have resolved the query yourself.

In this example we are going to close a Service Request as the form has been found by the employee.

1. Click on the **Service Request** you wish to close:

Request Number ^	Problem Summary	Request Type	Status	Repo
11434	Claiming for non-hours based overtime	Overtime	Updated by Customer	20-DE
11436	Where is the form to claim for non-hours based overtime?	Overtime	Open	20-DE

2. Details of the **Service Request** are displayed
3. Click **Close Request**

Support Homepage

Quick Find Service Requests  Go

Logged In As HREMP30

Service Request: 11436 - Where is the form to claim for non-hours based overtime?

Please click on the "Save Changes" button after updating the Service Request

Cancel **Close Request** Save Changes

Request Number 11436  
Problem Summary Where is the form to claim for non-hours based overtime?

Overview Contacts Attachments

Preferred Language

General Information

Status <b>Open</b>	Request Type <b>Overtime</b>
Problem Type <b>Instruction</b>	Error Message(s)
Reported On <b>20-DEC-2013 11:35:43</b>	Target Resolution Date <b>24-DEC-2013 11:37:43</b>

Progress

Expand Collapse

Creation Date ^	Updated By
20-DEC-2013 11:35:43	

Please can you let me know where I can find the form to claim for non-hours based overtime?



4. Enter the reason for closing the request in the **Additional Information**.

5. Click **Close Request**

**Close Request**

You can close the service request by providing additional information and then clicking Close Request.

Request Number **11436**  
 Problem Summary **Where is the form to claim for non-hours based overtime?**

Additional Information:

Cancel **Close Request**

Cancel **Close Request**

6. The **Service Request** has now been **closed**:

**iSupport Homepage**

Quick Find  Service Requests

Logged In As HREMP30

**Confirmation**  
 The service request has been closed successfully.

Service Request: 11436 - Where is the form to claim for non-hours based overtime?

Cancel



**Learning Note:**

The Service Request has now been closed and removed from the relevant team's work queue in UK SBS.

The history of your Service Request is displayed and can be accessed from the **Existing Service Requests** section on the **iSupport Homepage**.

## 9.5 Re-Open a Service Request



### Learning Note:

All Service Requests will be visible within the **Existing Service Requests** section.

You may wish to **re-open** a Service Request to ask for additional information that was not included in the original Service Request. You can only re-open a service request if it has been closed for 28 days or less. If the request is older than 28 days you will need to raise a new request.

1. Click on the **Service Request** you wish to re-open:

Create Service Request					
Functional Area	<input type="text"/>	Service Request Group	<input type="text"/>	Service Request Types	<input type="text"/>
Existing Service Requests					
Request Number	Problem Summary	Request Type	Status	Repo	
<a href="#">11434</a>	Claiming for non-hours based overtime	Overtime	Updated by Customer	20-DE	
<a href="#">11436</a>	Where is the form to claim for non-hours based overtime?	Overtime	Closed	20-DE	
<a href="#">11438</a>	Overtime rates for weekend working.	Overtime	Closed	20-DE	

2. The progress history and resolution for the original **Service Request** is displayed

3. Click **Reopen Request**

iSupport Homepage	
Quick Find	Service Requests <input type="text"/> <input type="button" value="Go"/>
Logged In As HREMP30	
Service Request: 11438 - Overtime rates for weekend working.	
<input type="button" value="Cancel"/> <input type="button" value="Reopen Request"/>	
Request Number <b>11438</b>	
Problem Summary <b>Overtime rates for weekend working.</b>	
<input type="button" value="Overview"/> <input type="button" value="Contacts"/> <input type="button" value="Attachments"/>	
Preferred Language	
General Information	
Status <b>Closed</b>	Request Type <b>Overtime</b>
Problem Type <b>Instruction</b>	Error Message(s)
Reported On <b>20-DEC-2013 11:43:17</b>	Target Resolution Date <b>24-DEC-2013 11:45:17</b>

4. Enter the additional query into the **Justification** field

5. Click **Reopen Request**

6. The **Service Request** has now been **Re-opened**:



#### Learning Note:

The Service Request has now been re-opened and will now appear in the relevant team's work queue in UK SBS.

You will receive a notification as soon as there is a response to your request.

The history of your Service Request is displayed and can be accessed from the **Existing Service Requests** section on the **iSupport Homepage**.