Manager Self Service
Medical and Dental
(Included in the Payroll Interface)

Version control

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<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<td>0.2</td>
<td>27 October 2016</td>
<td>Approval of SOP Group</td>
<td>Lorna Johnston</td>
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<td>1.0</td>
<td>29 December 2016</td>
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<td>24 July 2018</td>
<td>eESS Brand Refresh</td>
<td>Paula Wood</td>
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1. Medical and Dental

Standard Operating Procedure
1. Medical and Dental

1. Navigate to Nhss *Manager* Self Service

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

1. Click Medical & Dental
2. Select employee from hierarchy to whom transaction applies and click Action
3. Click Add or Update
4. Go to Assignment Number box - Use Search icon ➔ then Go, Quick Select relevant Assignment)
5. Complete all relevant boxes
   a. Assignment Number
   b. Speciality of Training
   c. Medical Grade
   d. Date appointed to Consultant Grade
   e. JKL band
   f. JKL band (protected)
   g. Availability Supplement
h. OOH number of hours superannuable
i. OOH number of hours non-superannuable
j. Effective date
k. Effective date refers to
l. EPA/APA Hours
m. EPA/APA Hours Effective Date
n. PA: dir clinical care OOH
o. PA: dir clinical care - other
p. PA: supporting prof activities

6. Click **Apply**
7. Review details of changes made
8. Click **Submit**
9. Click on the **Home** button to return to navigation menu