

Add an Additional (Job Share) Manager for an Employee

VIA MANAGER SELF-SERVICE

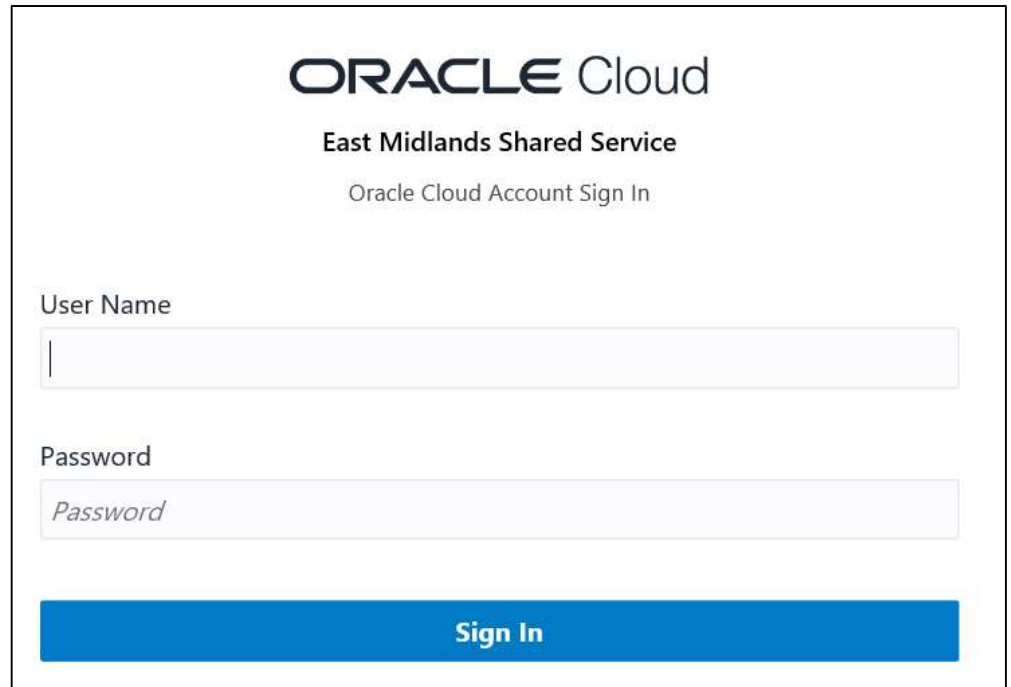
In partnership with



Nottingham
City Council

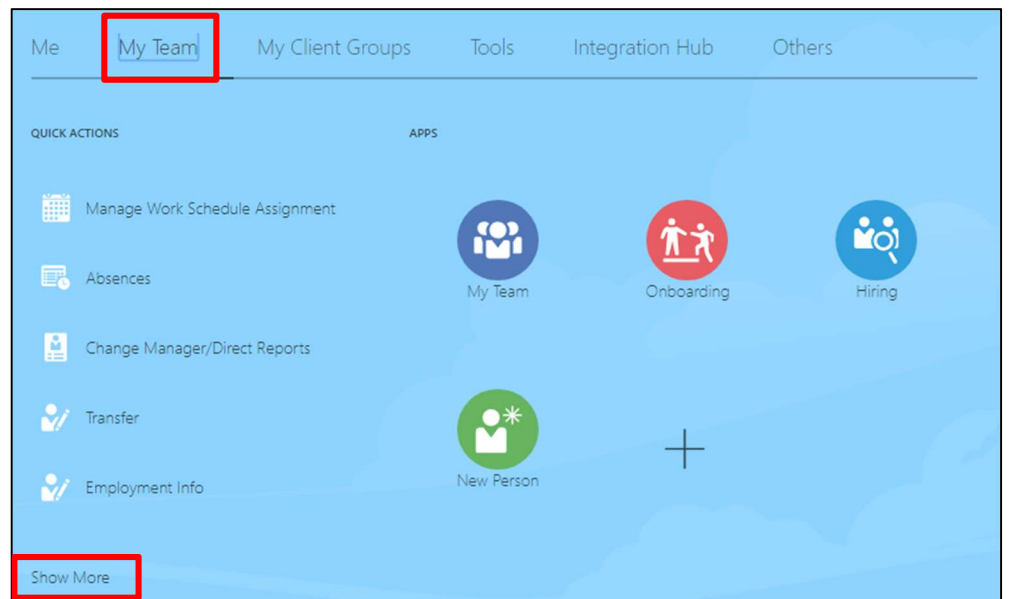
Step by Step Process

1. Log into Oracle Fusion.

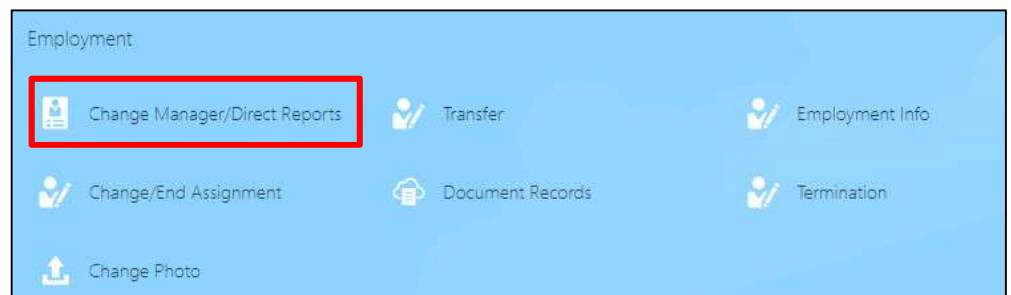


The screenshot shows the Oracle Cloud login page. At the top, it says "ORACLE Cloud" in a large, bold font. Below that, it says "East Midlands Shared Service" and "Oracle Cloud Account Sign In". There are two input fields: "User Name" and "Password". The "Password" field has a placeholder text "Password". At the bottom, there is a blue button labeled "Sign In".

2. On the homepage, click on 'My Team' and then 'Show More'.



3. Click on 'Change Manager/Direct Reports' under 'Employment'.



4. Click on the employee's name.

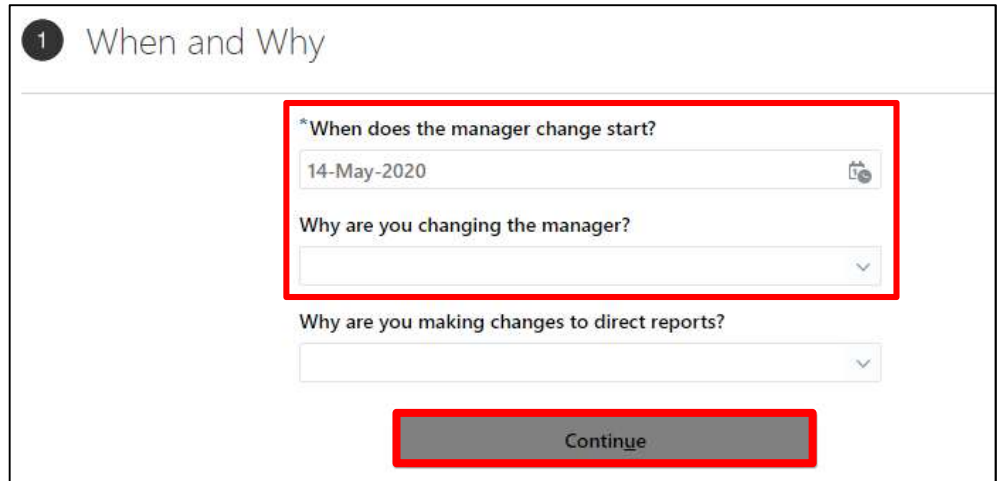


Direct Reports

AA	Amanda Alba	Responsibility Officer - Level 5
AC	Amy Crane	Responsibility Officer - Level 5

5. Enter the effective date for the change and select 'Additional Manager' as the reason for the change from the 'Why are you changing the manager' dropdown list.

Click on 'Continue'.



1 When and Why

*When does the manager change start?
14-May-2020

Why are you changing the manager?
Additional Manager

Why are you making changes to direct reports?
Additional Manager

Continue

6. Click on 'Add'.



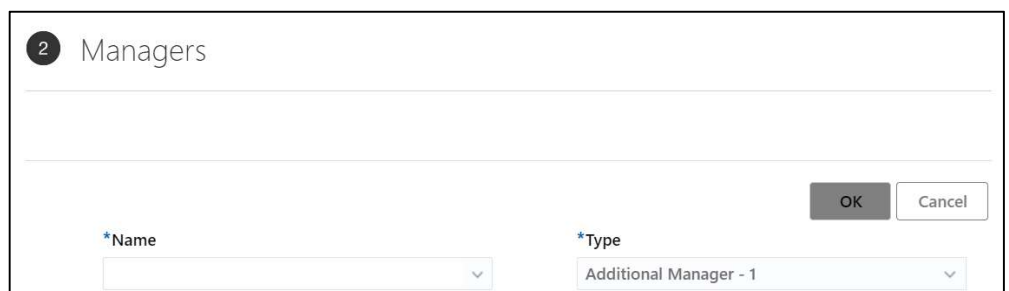
2 Managers

+ Add

HK Helen Kendall Line manager

Continue

7. Start typing the name of the required manager in the 'Name' box and a list of options that match your entry will appear. Select the required option from the list.



2 Managers

*Name

*Type
Additional Manager - 1

OK Cancel

8. Select 'Additional Manager 1' from the 'Type' dropdown list and click on 'OK'. Click on 'Submit' at the top of the page.

If you have any questions in relation to completing this task, please contact the Employee Service Centre (ESC) Service Desk:

Open Monday to Thursday 8.30am to 5pm and Friday 8.30am to 4.30pm
Telephone: ext. 50222 / 0300 303 0222 (choose option 2)
Email: escservicedesk@emss.org.uk