

Record Shared Parental Leave Entitlement Details (Adoption of a Child)

VIA MANAGER SELF-SERVICE

In partnership with

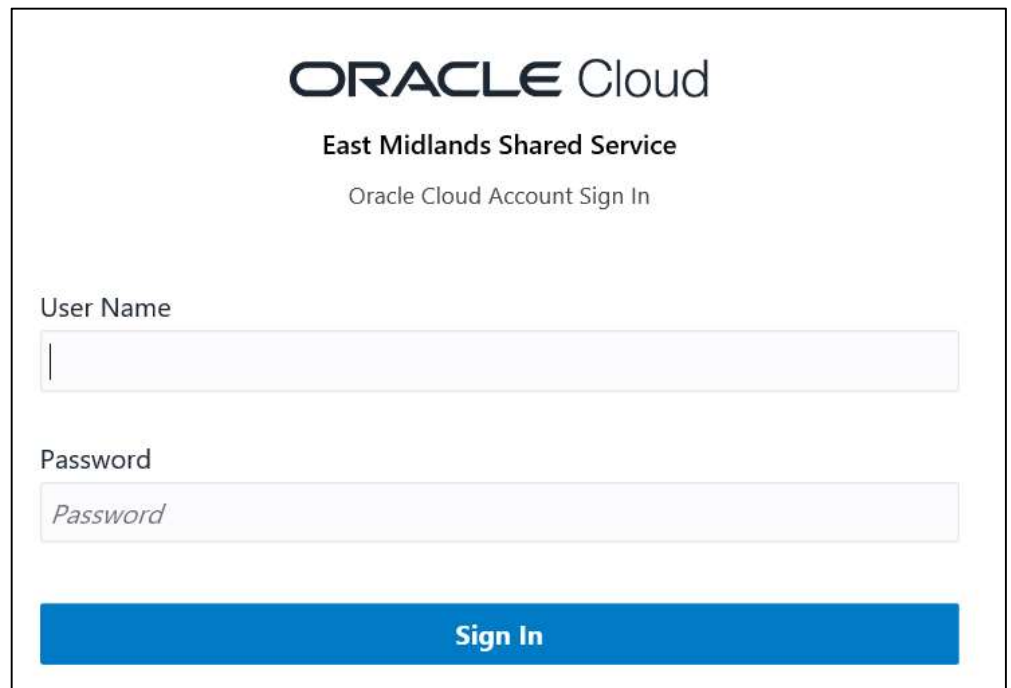


Nottingham
City Council

Step by Step Process

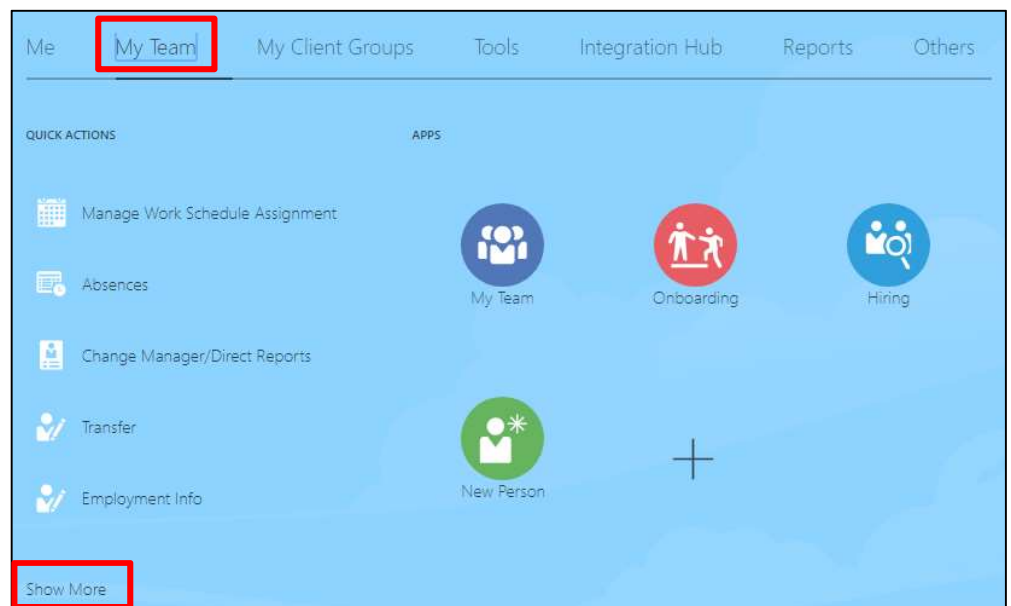
1. The employee must provide you with their completed '[Notice of Entitlement and Intention to Take Shared Parental Leave Form](#)' before you can complete this information.

2. Log into Oracle Fusion.

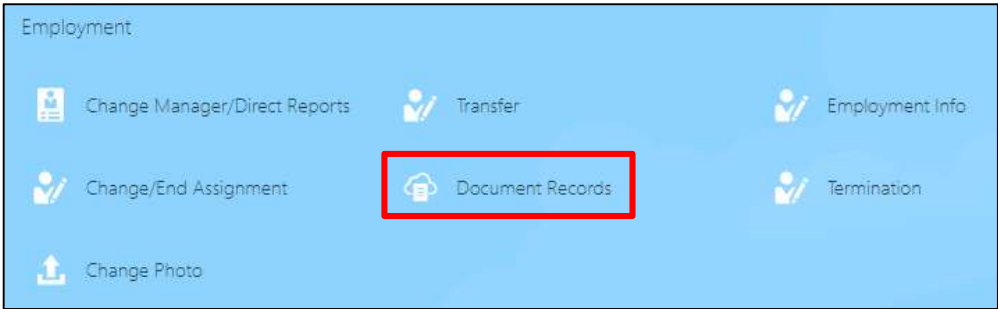


The image shows the Oracle Cloud sign-in interface. At the top, it says "ORACLE Cloud" in a large, bold font. Below that, it says "East Midlands Shared Service" and "Oracle Cloud Account Sign In". There are two input fields: "User Name" and "Password". The "Password" field has a placeholder text "Password".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

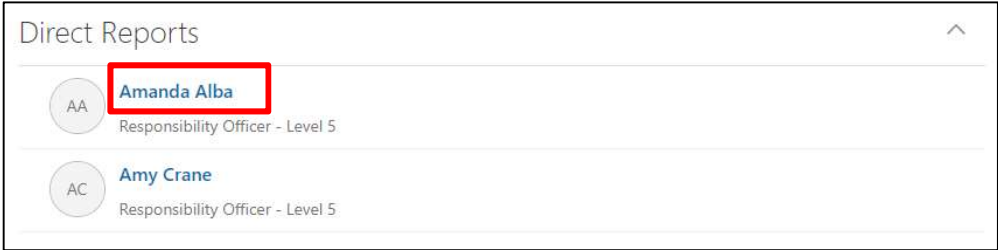
3. On the homepage, click on 'My Team' and then 'Show More'.



4. Click on 'Document Records' under Employment.



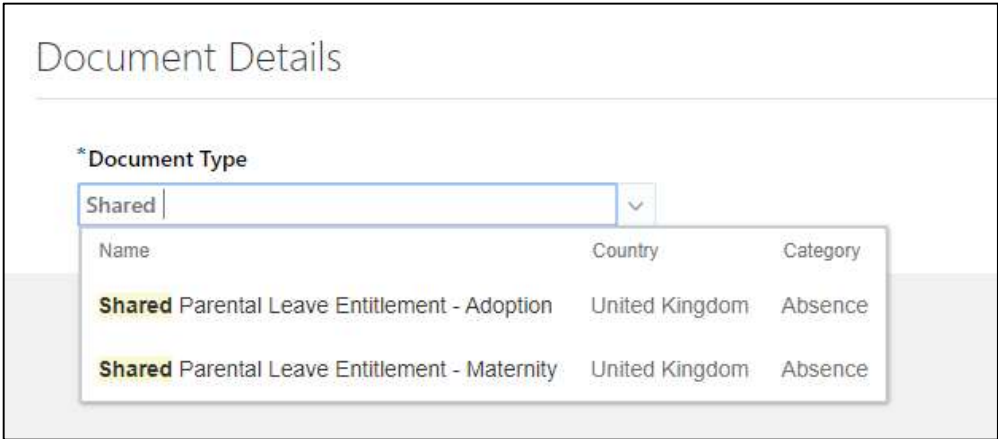
5. Click on the employee's name.



6. Click on 'Add'.



7. Start typing 'Shared Parental Leave Entitlement - Adoption' in the 'Document Type' box and then click on the entry that appears.



8. Enter the relevant details from the employee's form. All fields marked with an asterisk (*) must be completed.

Document Details

*Document Type Shared Parental Leave Entitlement ⓘ	Country United Kingdom
Category Absence	*My SPL will be taken between the following dates <input type="text"/>
Subcategory Statutory	*Date adoption pay started (or is due to start) dd-mm-yyyy ⓘ
Name <input type="text"/>	*Date adoption pay ended (or will come to an end) dd-mm-yyyy ⓘ
*Expected date of child's placement dd-mm-yyyy ⓘ	*Number of weeks of adoption pay used <input type="text"/>
*Date adoption leave started (or is due to start) dd-mm-yyyy ⓘ	*Number of weeks' ShPP I intend to take <input type="text"/>
*Date adoption leave ended (or will come to an end) dd-mm-yyyy ⓘ	*Number of weeks' ShPP my partner intends to take <input type="text"/>
*Number of weeks of adoption leave taken <input type="text"/>	*My ShPP will be taken between the following dates <input type="text"/>
*Number of weeks' SPL I intend to take <input type="text"/>	
*Number of weeks' SPL my partner intends to take <input type="text"/>	

9. Click on 'Submit' at the top of the page and a copy of the submission will be sent to the Employee Service Centre. Payroll will then confirm the employee's entitlement.

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