GreenLight - Contractual Change Forms

Changes to Position Including Grade / Band / Hours / Fixed Term /
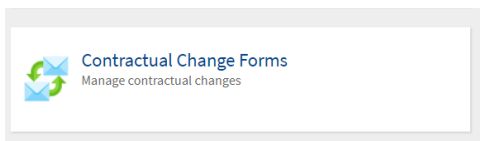
Secondment Extension / APA / Pay Elements

1. [Login to Expenses](#)
   The Company ID is LUH
   Username = Assignment Number
   If password requires a reset please email expenses@rlbuht.nhs.uk

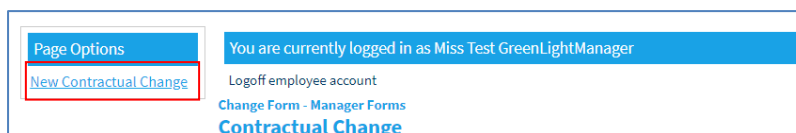2. Click on the 'Contractual Change form' icon

3. Submitting a new CCF

   Click on 'Change Form – Manager Forms' – the Summary shows all forms submitted

4. Click on 'New Contractual Change'

5. Select the 'Type of Change' and select Yes to confirm the type of change

Once slected, click Save

6. The 'Financial Information' sections are self-explanatory; please note to ensure a quick and efficient approval process it is advisable to ensure as much information is provided to reduce the potential for the form to be returned to the original submitter. Attachments can be uploaded if required.

7. For the employee details please type the employee number, please ensure you wait 1 second and the same assignment number will appear just below click on this and it will populate the assignment details for those with more than one assignment.   If you don't click on the number below this will not find the appropriate assignments. Select the correct assignment (for Bank assignments this would be mentioned in the group name).

If the number entered in the Employee Assignment Number is used to confirm and the employee details don't pull through this will mean the assignment number is incorrect, you can find the correct assignment details on either the Roster system or via your Budget Statement.

8. Select the appropriate Employee Staff Group

9. Select the correct Division; this will automatically select the Finance & DDO Approval Teams except for Corporate & Hosted Services as these Divisions don't have DDO's.

10.

11. Request 'Approvers'

Approvers will be required to be selected as per the below:

- HoOp – All Divisions will need to select a HoOp. You can either enter the first three characters of the approvers name or click on the magnifying glass and it will list all HoOp approvers (or the equivalent for Corporate & Hosted Services).

Request Approvers

This contractual change form will be processed in the following order: HoOp, Finance, DDO and the final review will be at the Pay Improvement Group. Once fully approved the form will be processed via the Employment Team/Payroll.

*If the **Division** you have selected is either **Corporate** or **Hosted Services**, you must select the DDO equivalent for approval of your request.*

HoOp Approver*

- For the final approver for Corporate & Hosted Service Divisions, please select the appropriate approver (you can either enter the first three characters of the approver or click on the magnifying glass and it will list all approvers.

- For some Corporate/Hosted Services departments this may be the same person. In this instance the submitting manager would need to select the same person and they would approve both parts of the form.

Corporate or Hosted Services Approver

Changes to Position Including Grade Band Hours Fixed Term Secondment Extension or APA

Every person allocated within each team Finance/DDO will receive an email confirmation that a form has been submitted and requires approving. In the event the relevant approver isn't listed, please contact expenses@rlbuht.nhs.uk and the system can be updated.

12. For 'Changes to Position Including Grade Band Hours Fixed Term Secondment Extension APA or Pay Elements'

Select the Reason and input any relevant details. For Pay Allowances (On Call/Banding etc) please detail the actual allowance and monetary figures to be paid.

13. New Organisation & Position Details

If a position change is required, if you start typing in the new Cost Centre within the New Organisation field, you will be provided with the correct details.

The same applies when you type into the New Position Number. This will only show the relevant active position numbers available within the selected cost centre. If you require a new position number please contact workforce@rlbuht.nhs.uk.

If a new ESR Supervisor is required, if you type the Supervisors full assignment number this will bring through the correct person.

New Organisation and Position Details

New Organisation	287 A&E Dept	Organisation Name	287 A&E Dept
Cost Centre Description	287860274	Default Cost Centre	287860274
New Position Number	12637366	Position Number	12637366
Job Staff Group	Medical and Dental	Job Role	Foundation Year 2
Grade Step	MF02|0	Payscale	MF02
Position Name	12637366|LAS F2 A&E|030|Accident and Emergency	Hiring Status	Active
New Supervisor	24103552	Email Address	Thomas.Hesketh@liverpoolft.nhs.uk

12. Further Details

This section is self-explanatory.

Further Details

PIN Number (if applicable)

Is this an internal or external secondment?*   [None]

If external secondment please detail who pays

Please provide any additional details in support of this request

Submit This Change of Position Request?*   No

save   cancel

Once you have checked and the form is ready to submit, please click on the dropdown menu on 'Submit this Change of Position Request' and select Yes and press Save. Any sections with an * are mandatory. The form will not process unless these are completed.

13. Approval Process

The form will now be processed and will be at the first of 4 stages of approval, see below:

1st – HoOp

2nd Finance & HR

3rd DDO/DMD/DND

4th – PIG

As a manager you will be able to view all forms you have submitted and you can also check the status of each form including if the form has gone to payroll for processing.

You are currently logged in as Miss Test GreenLightManager

Logoff employee account

Change Form - Manager Forms (1)
Raise a new Contractual Change Form, submit request for approval, or answer any queries raised.

My Contractual Change Forms Summary (3)
Summary view of my all contractual change requests including new forms, those in progress, and completed forms

Click on each Tab from the HoOp onwards and it will show the date approved and any comments

14. Forms returned with a Query

In the event that any of the approvers request more information, the form will be returned to you for additional comments. This will appear in the 'Change Form – Manager forms'. The number in brackets indicates the number of forms that are pending and not yet submitted.

To edit the returned CCF, click on the Paper & Pencil icon on the relevant form.

The query will be listed at the very top of the form, to respond scroll down to the bottom of the change form to Query Response' and answer any questions raised then click on Query complete' and select Yes then save. The name will change depending on if it is a HoOp/Finance/DDO query.

Once complete this will go back thorough the approval process.

If you require any further assistance or training, please contact the Workforce Pay Governance team on 0151 706 5124/4299/5594.