

Organisational Changes on HRConnect

Action	Who
Request for organisational change on HRConnect submitted to NICS HR	NICS business Area
Contact requestor to discuss the changes required, what is involved and seek more information if required	MI team in HRS/SS
Complete Manage Reference Data spreadsheets and forward to HRConnect for action (The number of spreadsheets required will depend very much on the complexity of the change requested)	MI team in HRS/SS
HRConnect advise when action has been completed	HRConnect
Check that correct action has been taken by HRConnect	MI team in HRS/SS
Complete data-loader for bulk staff moves, if appropriate, and sent to HRConnect for action	MI team in HRS/SS
HRConnect advise when action has been completed.	HRConnect
Check that correct action has been taken by HRConnect	MI team in HRS/SS
Notify requestor that changes requested have been made and attach any relevant information e.g new position ids.	MI team in HRS/SS