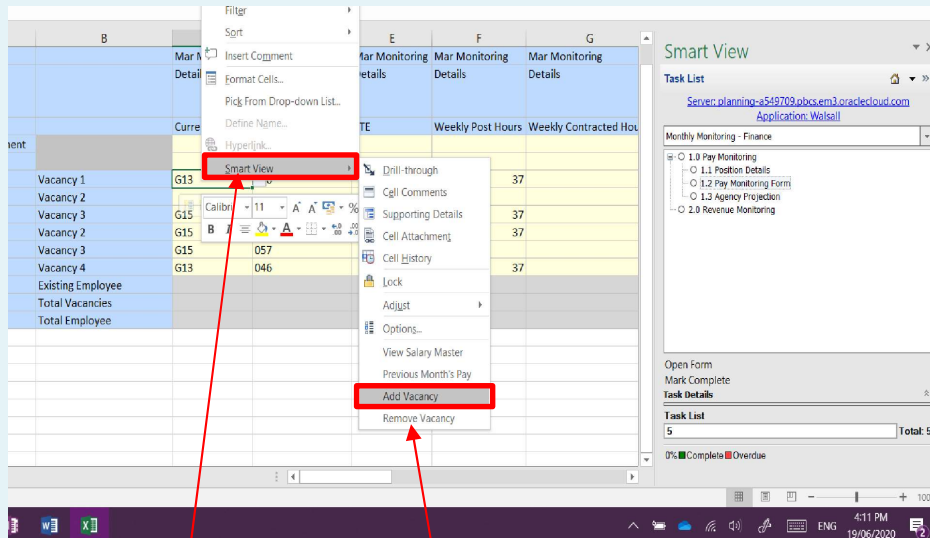


Pay Monitoring – Adding Vacancies

1

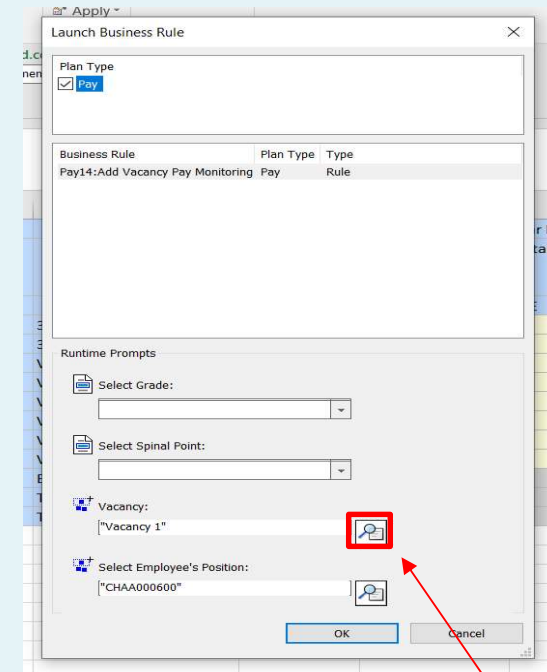
1. Once you have loaded your area in the Pay monitoring form in Excel, **right click** on any post.



2. Go to **Smart View** and **Add Vacancy**.

2

3. A Business Rule Form will pop up.

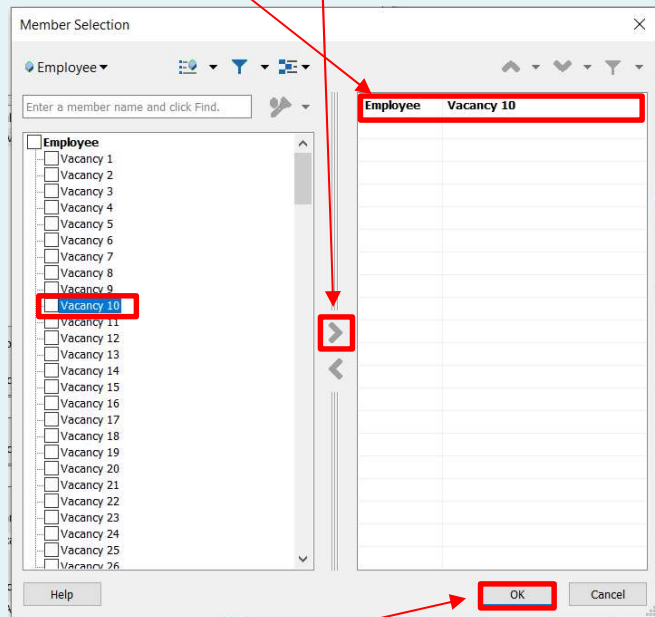


4. Select the **Grade** and the **Spinal Column Point** for the post from the drop-down lists.
5. To change the **Vacancy** name, click on the **Magnifying Glass** next to Vacancy.

Pay Monitoring – Adding Vacancies

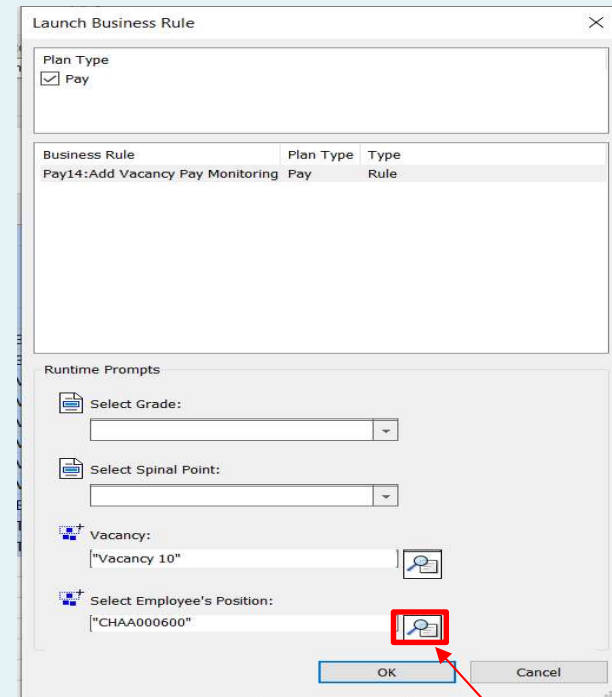
3

6. Select a **Vacancy ##**, click the **Right Arrow** to bring the service area you want to the **right-hand side** as shown below:



7. Click **OK**.
8. This will take you back to the **Business Rule** screen and the **Vacancy** field will update with the new selection.

4

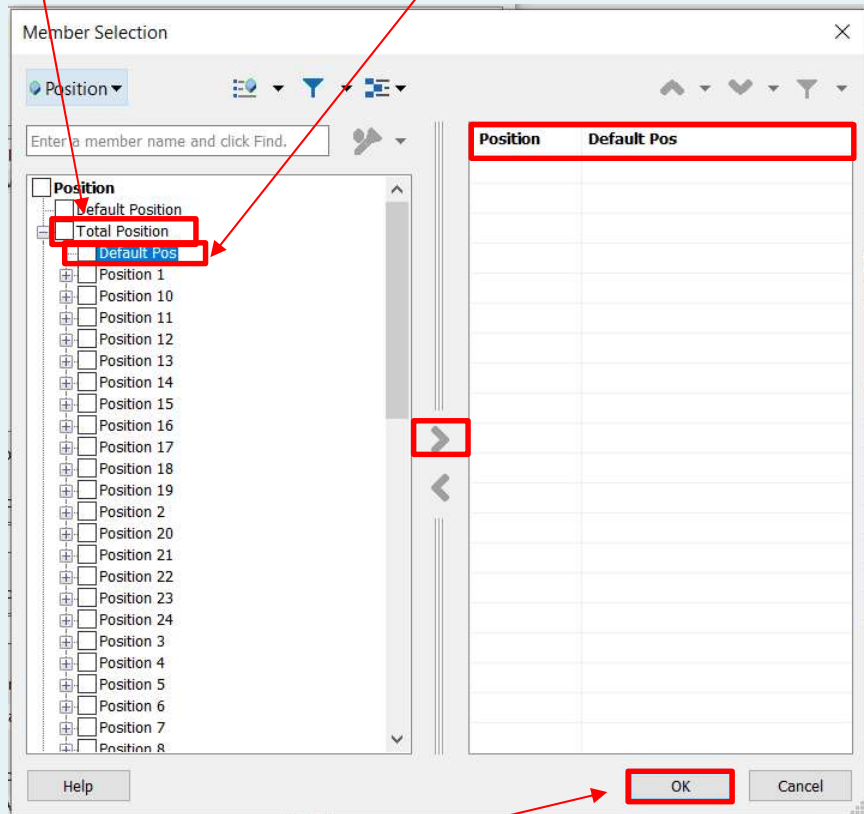


9. For Select Employees Position, click the **Magnifying Glass** next to the Select Employee's Position field.

Pay Monitoring – Adding Vacancies

5

10. Click **[+]** to expand **Total Position**, select **Default Pos** and click the **Right Arrow** to bring the position to the **right hand side** as shown below:



11. Click **OK**.

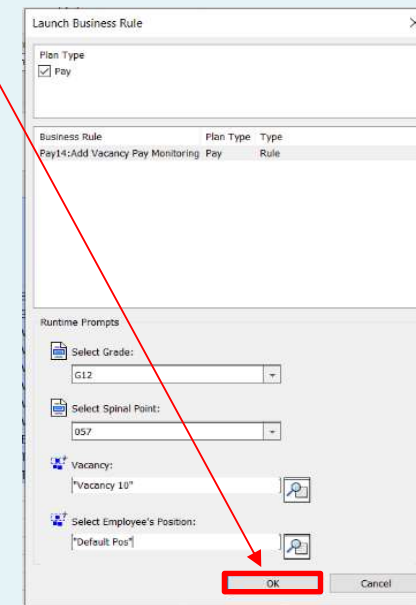
6

12. This will take you back to the **Business Rule** screen and the **Select Employee's Position** field will update with the new selection.

13. Click **OK** at the bottom of the Business Rule.

14. A prompt should appear saying Business Rule completed successfully, click **OK** to close it.

15. The spreadsheet will automatically refresh and show the new Vacancy created.

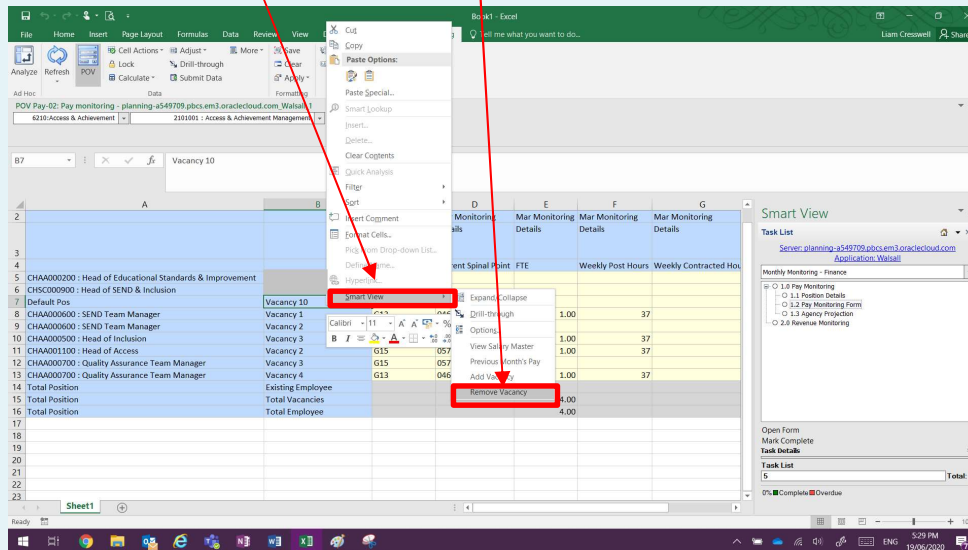


Pay Monitoring – Removing Vacancies

1

2

1. Once you have loaded your area in the Pay monitoring form in Excel, **right click** on the vacant post you wish to remove.
2. Go to **Smart View** and **Remove Vacancy**



3. A prompt should appear saying the Business Rule completed successfully, click **OK** to close it.
4. The spreadsheet will automatically refresh, and the Vacancy will have been removed.

To Note

1. You cannot add or remove a vacancy when in ADHOC. You will need to generate a new Pay Monitoring form if you wish to exit ADHOC and add/remove a vacancy.
2. You cannot remove any existing vacancies, this will need to go through HR for changes to be made.

Further Support If you have any further queries, please contact the **One Source helpdesk** on **01922 654320**.