

# National Shared Services Office

## Manager Guide to Worksharing

### Worksharing Overview

It is important that managers fully understand all the Worksharing patterns available to their employees, and the various eligibility criteria and terms and conditions associated with each. You can find all relevant information on Worksharing, including the relevant circulars, on the NSSO website, [www.nssso.gov.ie](http://www.nssso.gov.ie).

Once an employee has submitted a request to commence Worksharing, or change work pattern, your role is to provide a recommendation on whether the employee's request should be approved or declined by Local HR.

It is the responsibility of your Local HR to ultimately approve or decline an employee's Worksharing request.

## How to Respond to a Workshare Request

**Step 1:** When the employee submits a Worksharing pattern change request through HR self-service, you will automatically receive an email notification. Click on the link contained in the email.

**Step 2:** Enter your self-service user ID and password to log into HR self-service.

**Step 3:** Navigate to the Manager tab. Here, you will see the Approvals tile and a number indicating how many approvals are awaiting your approval/denial. Click on the tile to enter 'Pending Approvals' page.

**Step 4:** All pending approvals will be displayed here, and can be filtered by type. Click the relevant row to review the Workshare request.

**Step 5:** This will bring you to the Workshare Request screen. Use the 'View Approval Request' or 'Workshare Request Details' for the full application.

You should then select either Approve (recommend to approve) or Deny (recommend to decline) at the top of the screen. You will be provided with the opportunity to add any approver comments at this point before choosing 'submit' on your decision. These comments will be visible to NSSO and to Local HR but not to the employee.

**Step 6:** Once you have submitted your recommendation, it will be automatically routed, along with the employee's request, to your Local HR for their final approval.

**Step 7:** The NSSO will update the employee's records based on your Local HR's decision. Both you and the employee will receive an email notification advising you of your Local HR's decision to either approve or decline the request, and any relevant information related to their change of Work Pattern.