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.nsso.gov.ie](http://www.nsso.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 to view the pending Employee Workshare Pattern Change Requests.

Step 4: In the Manager Tab, in the ‘Pending Approvals’ box, you will see a pending Worksharing Pattern change requests for your attention. Click on the employee’s name to review the request.

Step 5: This will bring you to the Workshare Pattern Change Request (Manager Recommendation) screen. The top half of the screen shows the employee’s current pattern of Worksharing. It also shows details of the employee’s requested pattern of Worksharing.

You should select either Yes (recommend to approve) or No (recommend to decline) in the Recommendation of Manager field. You also have the option of submitting any relevant Details of your Recommendation.

Step 6: Once you have submitted your recommendation, it will be automatically be 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.