A screenshot of a computer

Description automatically generated

A blue rectangle with white text

Description automatically generated

THIS WORKS QUITE FINE.

**CAN YOU DO THE FOLLOWING:**

**THE BELOW MUST BE FREE TEXT (where the team involved can be inserted or typed in (e.g. Where HC IT Delivery team appears.**

**THEN BELOW THAT MUSTT BE:**

* Free text box to type in name and surname
* Free text box to type in Persons Role
* Free text box to type contact details i.e. mail address

**NOTE this should have 3 CONTACTS FOR PERSONS INVOLVED IN THE ABOVE**

A screenshot of a computer

Description automatically generated

Then for the HCSC SHARED SERVICES TEAM

1. Their should be a dropdown menu then should be the teams name and the process owners name should also appear,

* E.g. HCSC Payroll – Sharon Koff

HCSC Support – Naeema Cassiem

Payroll tax & accounting – Denzil Bartlett

Share Scheme – Robert Murphy

HRMIS – Faiek Carolisen

Then below that the person generating the SOP

* Free text box to type in Persons Role
* Free text box to type contact details i.e. mail address

**Finally, a Free text box/BOXES for:**

1. Whomever the process owner which was selected above Name and surname

* A date selector when the person signs off on the SOP

1. A box (free text) to in the Name and Surname of the final approver
2. A box (free text) Indicating the role of the final approver
3. A box (free text) Indicating the final approver contact details (email address)

* A date selector when the person signs off on the SOP

NOTE THESE CONTANTS AND AUHTORISERS CAN APPEAR ON THE 2ND PAGE OF THE SOP GEBERATOR IF U WANT