



Payroll and Employee Services
Manager Processes – Leavers to the
Council

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1 - Introduction

This document is a guide to using the Leavers Process in the Managers Processes Module. The Leavers Process enables managers to process a leaver from the Council via MyView dashboard. Please note that where employees are moving to another service area within the council you are not required to make them a leaver using this module. This will be picked up through the recruitment process by Payroll and Employee Services (PES)

1.1 - What is MyView Dashboard?

MyView Dashboard is a web-based self-service system which supports the Council's objective of making processes more efficient and streamlined.

MyView dashboard is available 24/7 via the internet both internally and externally. MyView supports enhance navigation, usability and appearance that can be accessed using all smart devices. MyView can be accessed via desktop browsers such as Google Chrome and Microsoft Edge as well as Safari via iOS devices.

The dashboard supports the self-service functionality of the below:

- Customisable widgets that provide quick access to information
- View and update personal details including manager access to emergency contact details
- View, download and print payslips and P60 statements
- Update vehicle details e.g., Insurance end dates
- Update bank details
- Upload electronic documentation against HR record
- Submit mileage and expenses claims (as well as uploading receipts) including fully integrated experience with Google Maps as part of the process for claiming mileage
- Record, authorise and reject expense and leave submissions (for managers)
- View/submit/delete/approve annual leave and flexi leave requests
- Ability to view authorisation progress across all MyView Dashboard forms
- Access to HR/Payroll data via Reporting Services widgets (reports)
- Submit HR policy forms e.g., Code of Conduct, Vaccinations
- Submit contractual changes via My People Establishment Changes (for managers)
- Provide links to third party systems e.g., MyWorkforce, DLDS
- Undertake delegated MyView duties (submission/authorisation) on behalf of others

Documentation to support the use of MyView Dashboard / Frequently Asked Questions are available via www.durham.gov.uk/MyView

1.2 - Manager Processes

Manager processes within MyView Dashboard allows manager to submit establishment changes efficiently via MyPeople Establishment Changes to improve management information reporting and monitoring of establishment changes.

1.3 - Leavers Process Overview

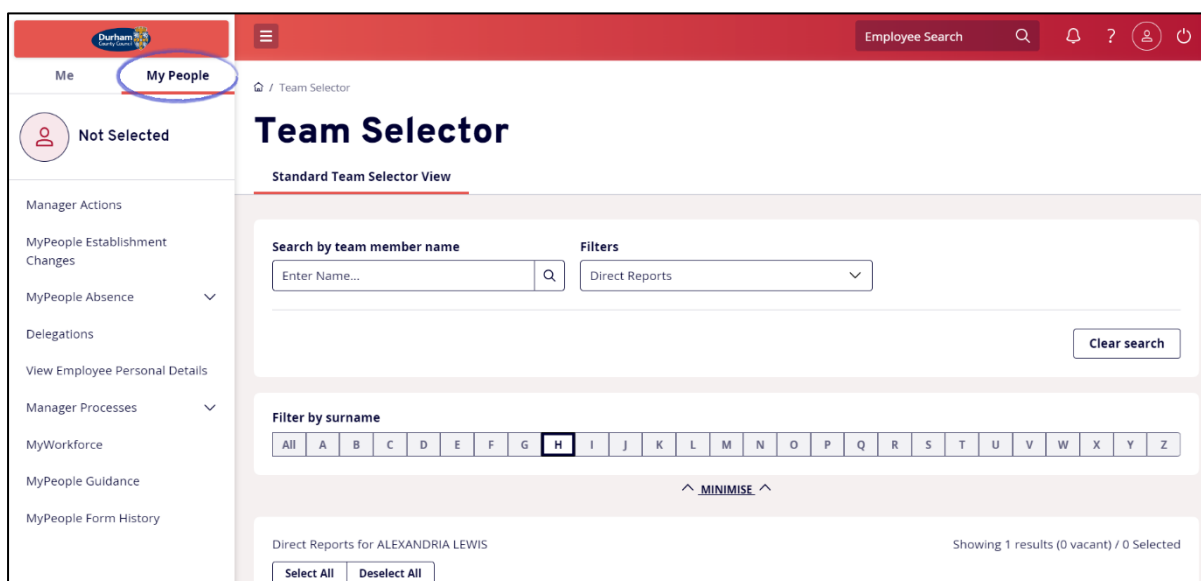
When there is a leaver to the council, the following process will take place -

- **Employee Resignation** - The employee will notify the manager of their resignation. This can be by email or by letter depending on whether the employee has access to Council electronic systems.
- **Manager – Submitting a Leaver Request** - Upon receipt of the employee's resignation, the manager will be required to notify Payroll and Employee Services of this via MyView Dashboard. The MyView leavers process also allows a standard letter to be generated by the manager, acknowledging the employee's resignation which is pre-populated with their details and can be either emailed to the employee or provided as a hard copy letter. Issue of the letter to the employee is mandatory.
- **Leaver Checklist** - An Electronic Form has also been developed within MyPeople called Leaver Checklist. Completion of the leaver checklist is mandatory. Once the form has been completed by the manager and submitted it will be attached to the employee's record and will be fully reportable.

If you need to save the form and return to it later, the 'In Progress' widget on your MyView dashboard will alert you that you have an eForm in progress. The Manager will also get a BAM alert once they have submitted a leaver reminding them to complete the Leavers Checklist with a link to MyView for quick and easy access.

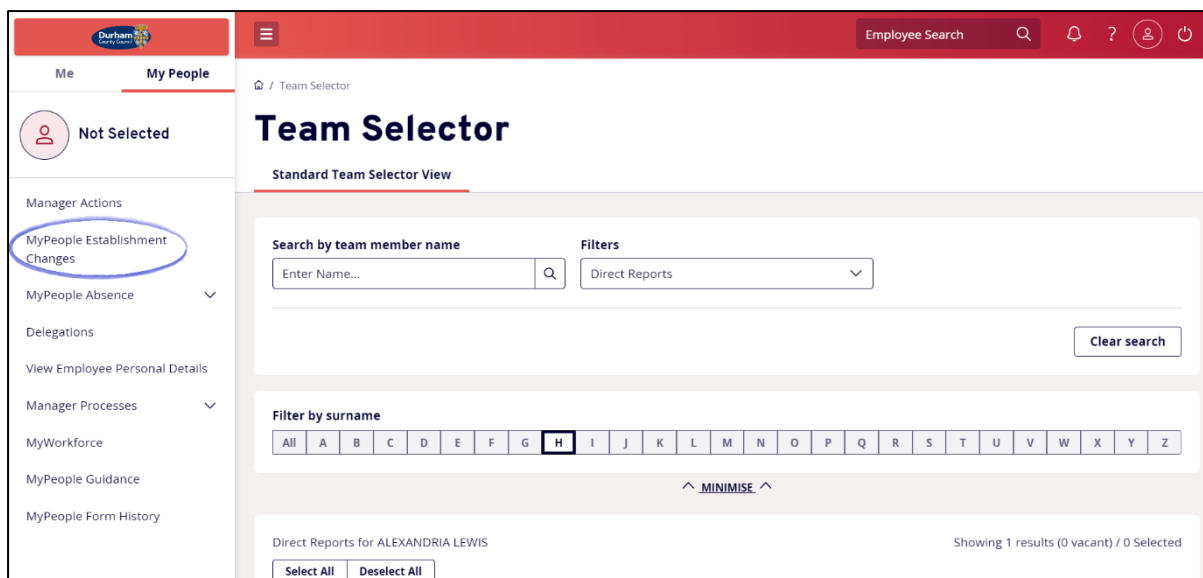
2 - Submitting a Leaver Request via MyView

Upon receipt of an employee resignation you are required to submit a leaver to the council request via MyView dashboard. Firstly, log in to MyView and select the **MyPeople** Menu Screen.

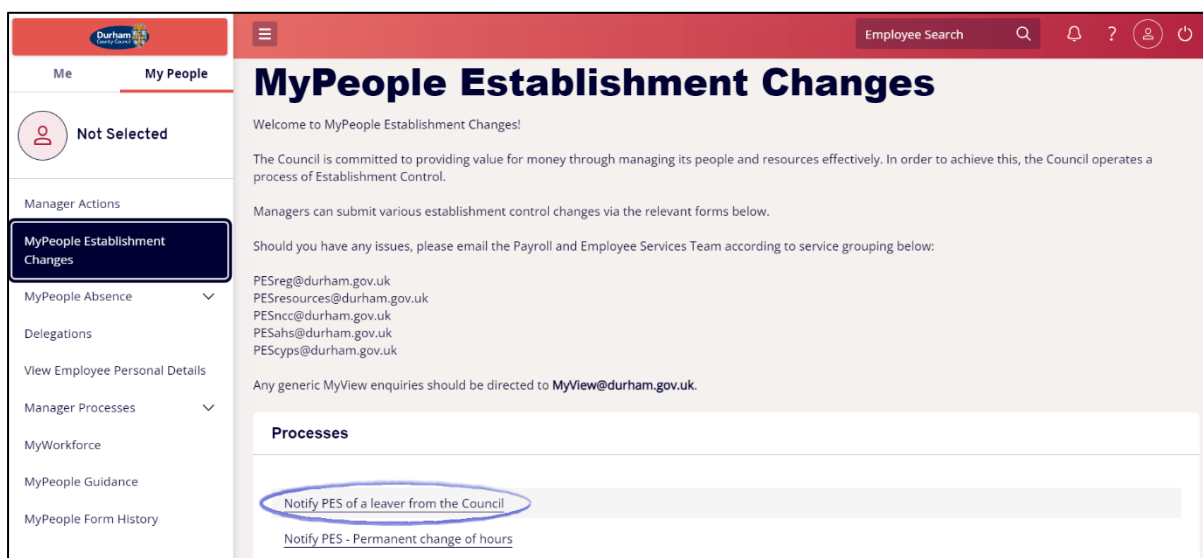


The screenshot displays the MyView dashboard interface. At the top, there is a red navigation bar with the Durham Council logo, a hamburger menu icon, and an 'Employee Search' field. Below the navigation bar, the 'My People' menu item is highlighted with a blue circle. The main content area is titled 'Team Selector' and shows a 'Standard Team Selector View'. It includes a search bar for team member names, a filter dropdown set to 'Direct Reports', and a 'Clear search' button. Below the search bar is a 'Filter by surname' section with a grid of letters from A to Z, where the letter 'H' is highlighted. At the bottom, it shows 'Direct Reports for ALEXANDRIA LEWIS' and 'Showing 1 results (0 vacant) / 0 Selected', with 'Select All' and 'Deselect All' buttons.

From the left-hand menu panel, select **MyPeople Establishment Changes**.



To process a leaver to the council, select **Notify PES of a Leaver from the Council** from the **Processes** menu list.



This screen will display all employees within your team. Select the employee that you are processing as a leaver from the council and click **Next**. You can also use the **Search for Employee** function to locate the relevant employee.

There are five sections to complete to Notify PES of a Leaver from the Council –

- Termination Type
- eForm
- Standard Letters
- Attachments
- Complete

In the first section of the Leaver Process (**Termination Type**), populate the employee’s **Last Day of Employment** and the **Leave Reason**.

If the employee is going to work for another Local Authority and they are commencing on a Monday, then their last day of employment should be recorded as the Sunday before. This is to ensure Local Government continuous service for the employee. Then click **Next**.

At this stage, if the selected employee has multiple posts, this screen will display details of the employee’s other posts. You will be presented with the option to select **Leave from Team** and **Leave from Company**. You should only make an employee **Leave from Team**. Click **Next**.

In the second section of the Leaver Process (**eForm**), the MyPeople Leaver Request form will open.

The form provides Payroll and Employee Services with important additional information about the leaver and future actions regarding the post(s) the employee is leaving.

Please populate the form accordingly. Some fields are dependent on the option you select. Please note that all fields marked with an Asterix (*) are mandatory.

There is also a free text comments box at the bottom of the form if there is any additional information you wish to provide to Payroll and Employee Services regarding the employee. Once the form has been populated in full, click **Next**.

In the third section of the Leaver Process (**Standard Letters**), the system will generate a letter for you to acknowledge the employee’s resignation. The issue of the letter is mandatory.

Please note: If the reason for leaving is due to dismissal, capability, death in service or ill health you should not generate a letter to the employee.

Please use the tick box in Available Letters to generate a letter to be sent to the employee. You will then need to select **Request Letter** for the letter to be generated.

Select the tick box within **Requested Letters** then click Next. If the letter is not listed under **Requested Letters**, it will not be available for you to print/email once the request has been submitted.

Termination Type | eForm | **Standard Letters** | Attachments | Complete

Standard Letters Help

Available Letters
No more letters available

Requested Letters

- LEAVER(001) MyPeople Leaver Letter

[Withdraw]

Previous | Cancel | Next | Submit

Please note: the letter itself will be generated for you to issue after you have submitted the request.

In the fourth section of the Leaver Process (**Attachments**), you should upload the employee’s resignation letter. To upload the resignation, the document will need to be saved on your device as a PDF or Word Document. To upload the employee resignation letter, select **Upload a new document**.

Termination Type | eForm | Standard Letters | **Attachments** | Complete

Attachments Help

Store Tasks

- Refresh document list
- Upload a new document**

Search documents

Previous | Cancel | Next | Submit

Locate the resignation letter on your device by selecting **Choose File** and categorise the Resignation Letter accordingly as **Leaver Documentation**.

Click **Next**. This will take you to the final section of the form (**Complete**) of the Leaver Process.

Click **Submit** to issue the leaver notification to the Payroll and Employee Services team. A pop up will appear for you to confirm the submission of the form. Click OK.

You will receive confirmation by email that your Leaver request has been submitted to Payroll and Employee Services.

At this stage, notification of the leaver request will also be issued to HR Advice and Support and Finance teams. Click **Close** to return to the MyPeople Establishment Changes menu.

Your Leaver Request Form will be available to review in the **Submitted** menu list.

Date	Process	Description	Action
21/08/2023	Notify PES of a leaver from the Council	HALL KAREN MISS	Print Letters

At this stage you can access the letter you previously generated to acknowledge the employee’s resignation. To access the letter, select the **Print Letters** action.

This screen will then display the letters available to you. Select the **Print** action icon.

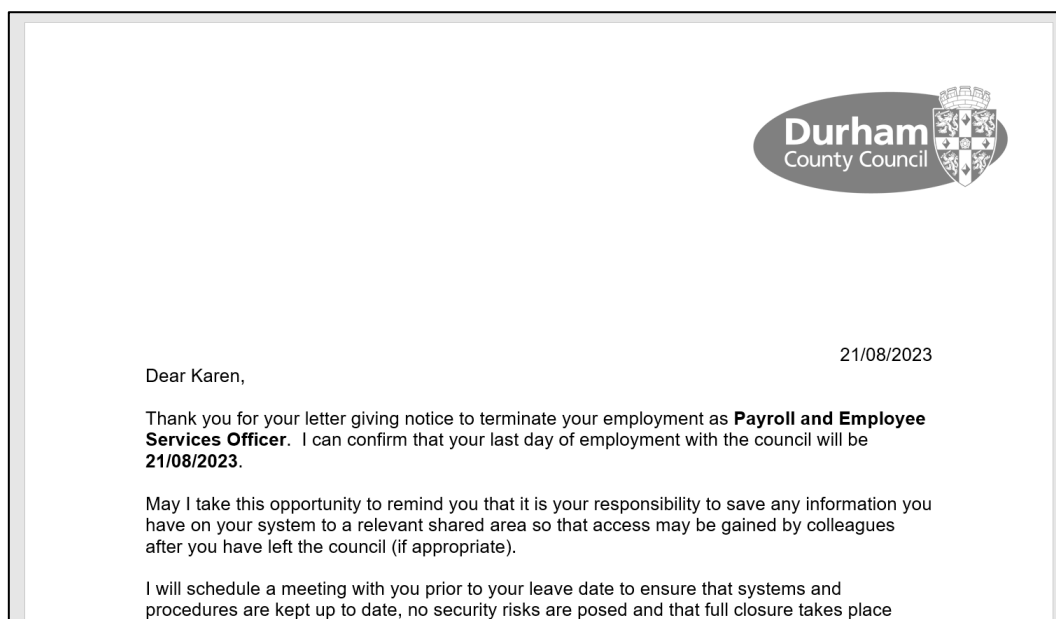
Requested Letter	Last Printed	Last Printed By	Action
LEAVER(001) MyPeople Leaver Letter			[Print]

The letter will then be created and become available for you to download. Select **Click to download** to download the Acknowledgement letter to your device.

Your letter has been created successfully
[Click to download](#)

The letter will download in Microsoft Word for you to open/edit and save accordingly. The letter will be pre-populated with the employee's name, address, post title, leaving date, as well as your name and post title at the end of the letter.

Please note that a copy of the generated letter will automatically be uploaded to the employee's personnel file.

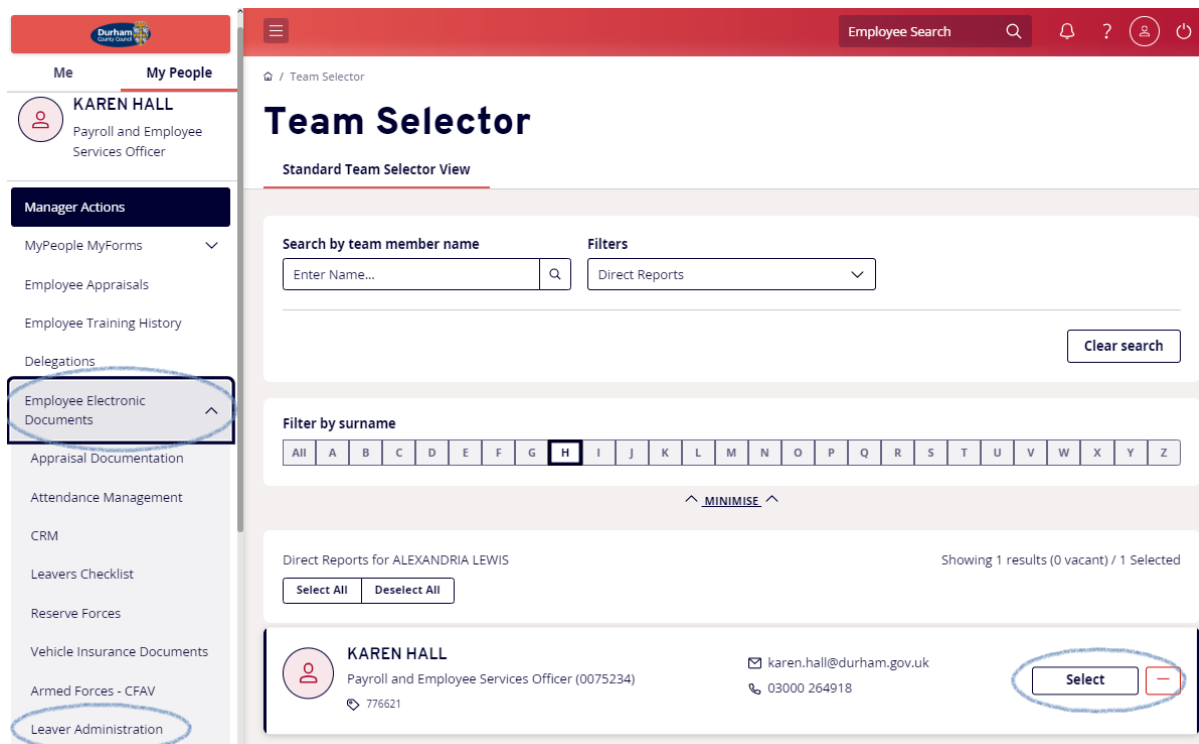


Once you have downloaded the letter to your device, you can print or save the letter to issue to the employee via e-mail, by hand or Flite.

Amendments can be made to the downloaded version of the letter if you wish to personalise the content. However, please note that the personalised version of the letter will not automatically be uploaded to the employee's personnel file.

To upload a personalised letter to the employee's file, firstly ensure a copy of the letter is saved to your device then log-in to MyView. You will need to select the **MyPeople** screen, then select the relevant employee.

Then select **Employee Electronic Documents** from the left-hand menu panel, click **Leaver Administration**.



Upload the document accordingly, in the **Leaver Letter from Manager** category.

If required, at any stage you can re-access the Leaver form in **MyPeople Establishment Changes** and **Reprint Letters**.

Once the Payroll and Employee Services Team have authorised your leaver request, your Form will move to the **Authorised** menu list, you will also receive an e-mail to inform you that the request has been authorised by Payroll and Employee Services.

Authorised			
Date	Process	Description	Action
18/08/2023	Notify PES of a leaver from the Council	HALL KAREN MISS	Reprint Letters

3 - Help and Guidance

If you require any further system support, we have a dedicated MyView team who will be happy to help. Please feel free to contact us on 03000 269919. Alternatively, you can e-mail us on MyView@durham.gov.uk.