



Payroll and Employee Services

Manager Processes – Permanent and Temporary Changes in Hours Guidance

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1 - Introduction

This document is a guide to using the **MyPeople Establishment Changes Managers Processes** Module to report either a **Permanent** or a **Temporary Change in Hours**. This enables managers to request a '**permanent or temporary change in hours**' via MyView dashboard.

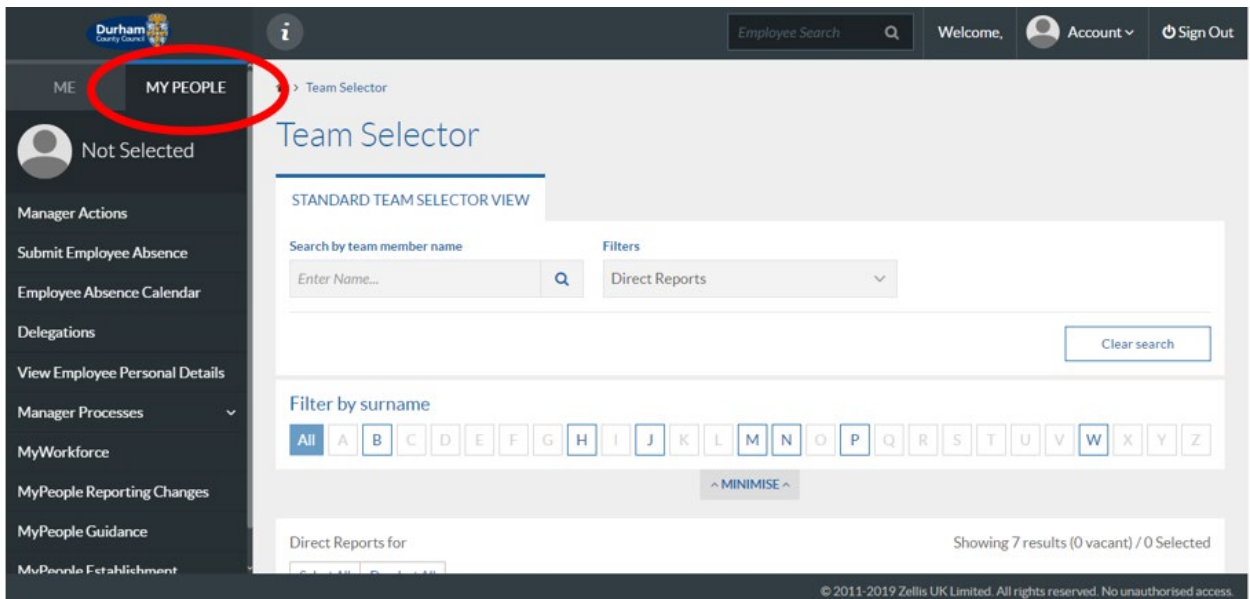
2 - What is the Manager Processes Module?

Manager processes within MyView Dashboard will allow managers to submit establishment changes efficiently, improve management information reporting and monitor establishment changes.

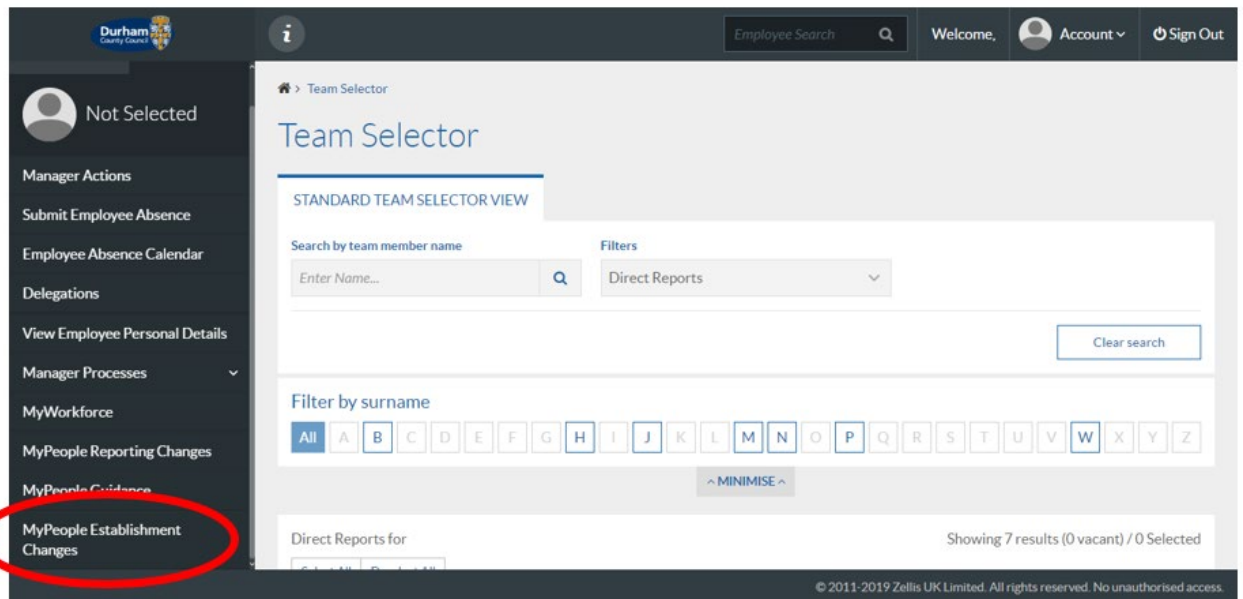
3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

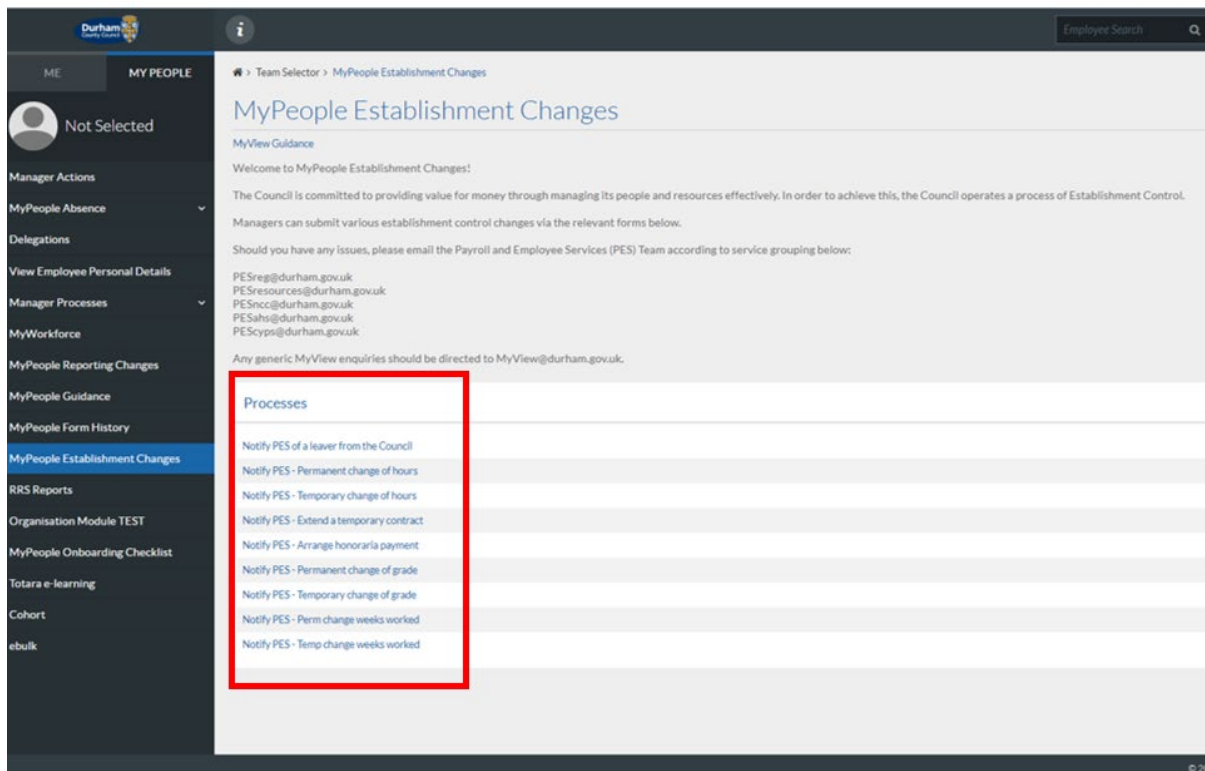
To access the forms, log in to MyView and select the **MyPeople** Menu Screen



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



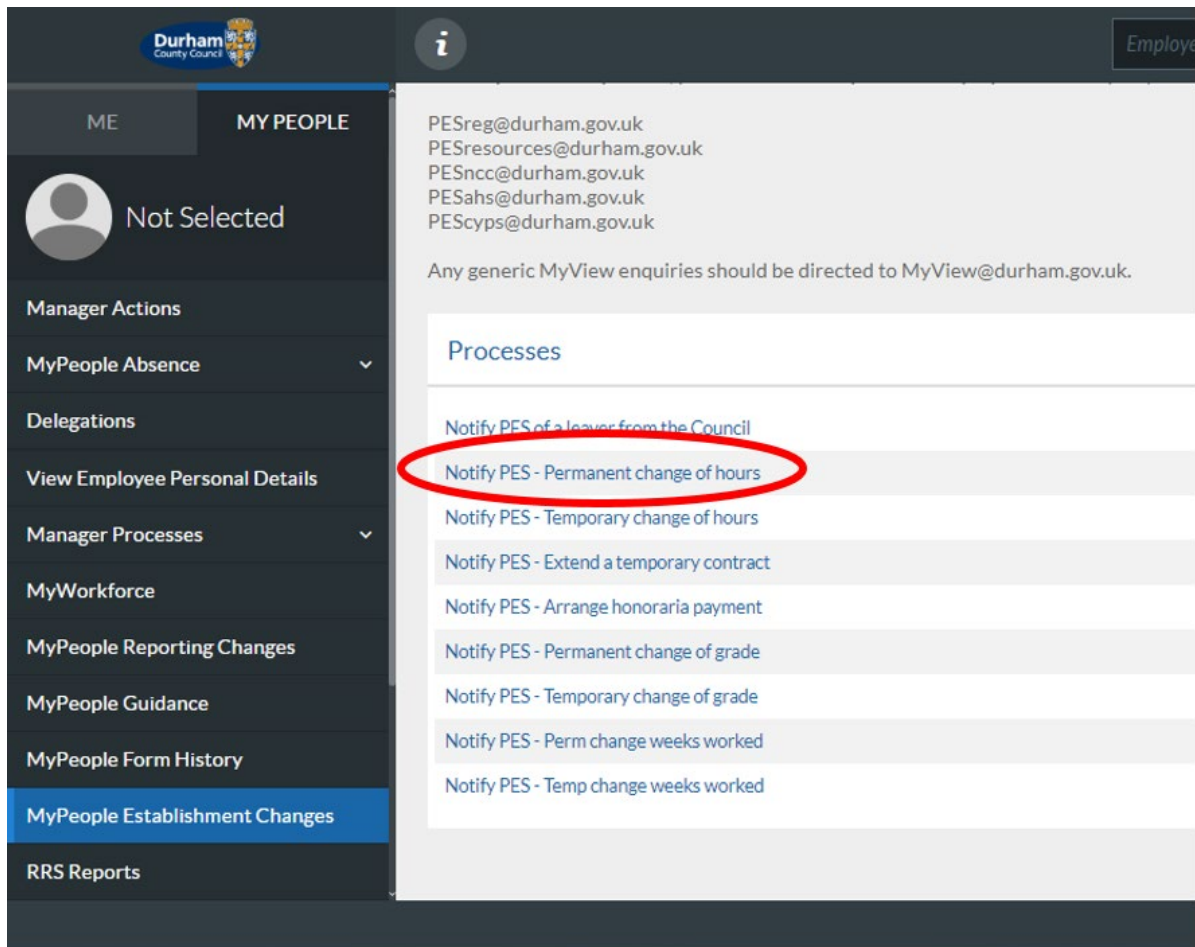
A list of processes will then be available for you to complete and submit to Payroll and Employee Services.



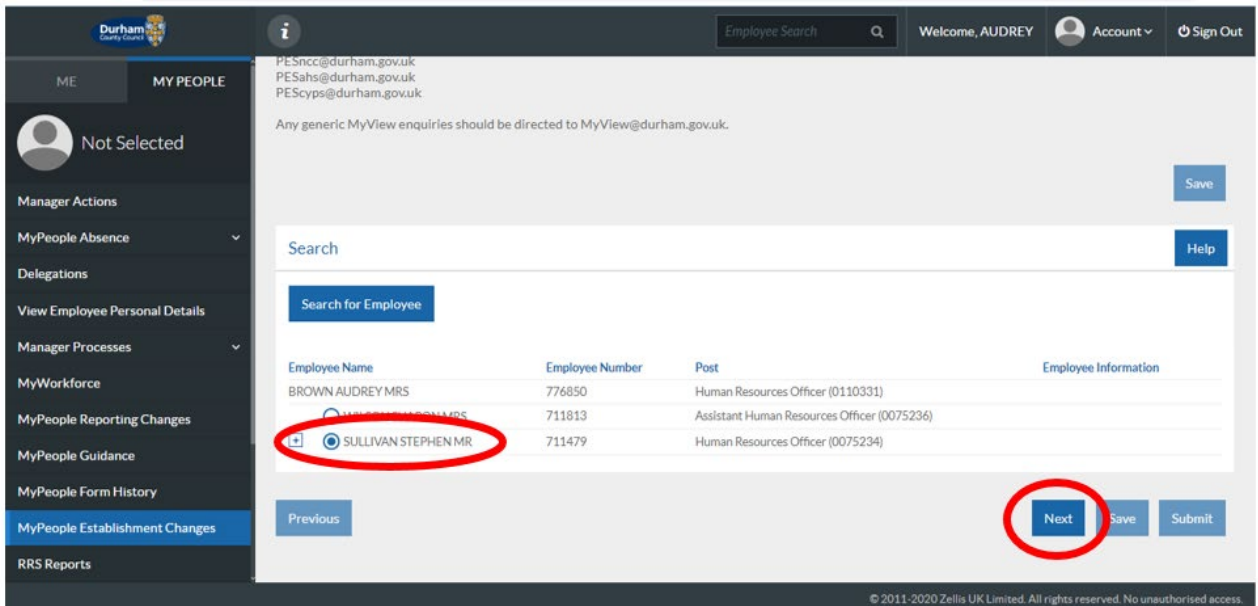
4 – Notify PES of a Permanent Change of Hours

If an employee will be changing their contractual hours on a **permanent** basis, you should **Notify PES of a Permanent Change of Hours** via MyPeople Establishment Changes.

From the **MyPeople Establishment Changes** page, select **Notify PES – Permanent Change of Hours** from the processes menu list



This screen will display all employees within your team. Select the employee that you are processing for a permanent change of hours and click **Next**



There are five sections to complete on the Permanent Change of Hours process form



Within Section one of the Process (**Post**), the employees post title will pre-populate, however, if the employee has two posts within your team you will be required to select the appropriate post of which the change of hours will be applicable.

Populate the reason for the Change of Hours, options available are in line with policy:

The screenshot shows the 'Post Holding' form section. It features a 'Post' dropdown menu with the selected value 'Payroll and Employee Services Officer (0075255)'. Below this, the 'Change Reason' dropdown menu is open, displaying the following options: '--- --Select-- ---', 'Family Leave Policy (FAMLEA)', 'Flexible Retirement (FLEXRT)', 'Job Share (JOBSHA)', and 'Taking up another PT post (OTHPST)'. The 'Contract Type' dropdown menu is set to 'Full Time (FT)'. The form is styled with a light grey background and blue text for labels.

Please note if the reason selected is due to 'Family Leave Policy', you will be required to attach the employees completed Flexible Working Application form to the change of hours request. Please refer to the Flexible Working Policy for further information.

You should then populate the **effective date** for the permanent change in hours. The **Contract Type** will already be pre-populated based on information already recorded against the employee's personnel record. Then click **Next**.

Post Holding

Post: Payroll and Employee Services Officer (0075255) ▼

Change Reason: ---Select--- ▼

Effective Date: [Calendar Icon]

Contract Type: Full Time (FT) ▼

Previous Cancel Next Save Submit

Within Section two of the Process (**Rota**), the employee's current contractual hours will display. You should overwrite the hours to reflect the new contractual hours being requested.

Current hours:

Permanent Contracted Hours Change

Permanent Revised Contracted Hours per week: 37.00

Previous Cancel Next Save Submit

New hours:

Permanent Contracted Hours Change

Permanent Revised Contracted Hours per week: 30.00

Previous Cancel Next Save Submit

Click **Next** to progress to the next stage of the form.

At Section three of the Process (**eForm**), the Additional Information form will open. The form provides Payroll and Employee Services with important additional information regarding the change to hours. It is also important at this stage to record any changes to the post, and any future action for the post as a result of the employees change of hours.

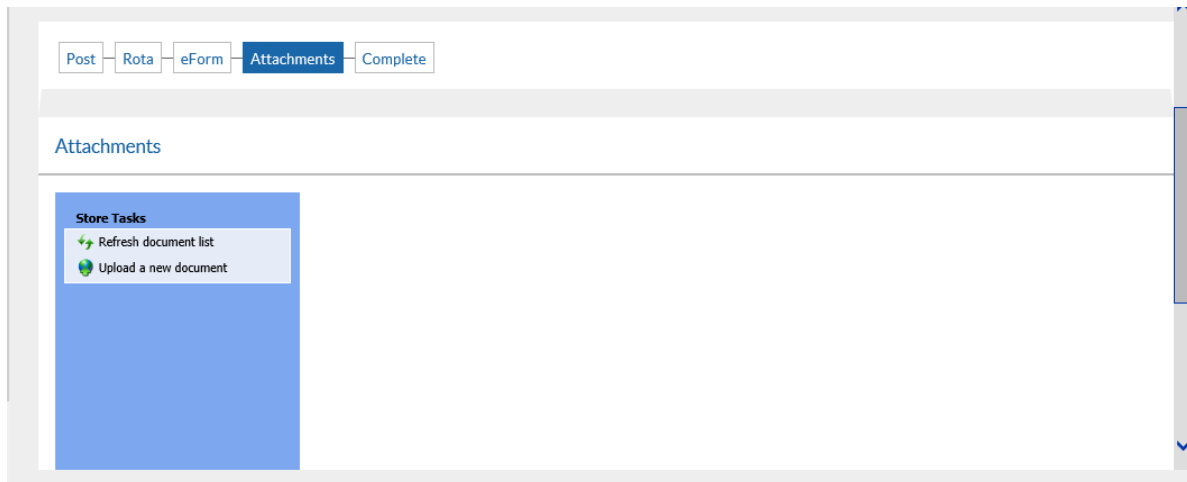
Please populate the form accordingly. Some fields are dependent on the option you select.

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.

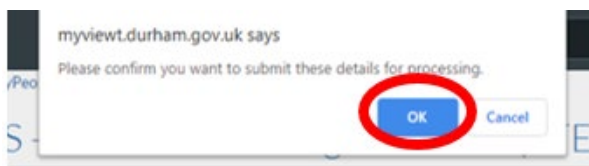
Once the form has been populated in full, click **Next**

At Section four of the Process (**Attachments**), you can upload any relevant supporting documentation to support the change, for example correspondence with the Finance / PES / HR Advice & Support, or the completed Flexible Working Application Form.



At this stage, click **Submit** to issue the Permanent Change of Hours notification to the Payroll and Employee Services team.

A pop up will appear for you to confirm the submission of the form. Click **OK**



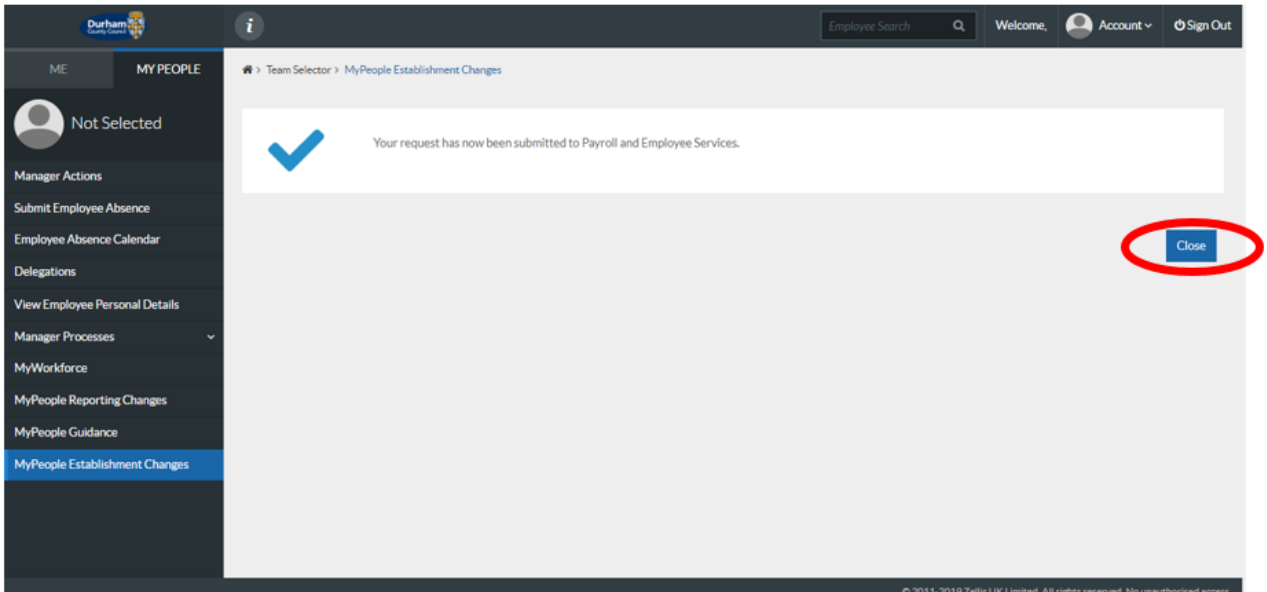
You will receive confirmation by email that your request has been submitted to Payroll and Employee Services.

At this stage, notification of the request will also be issued to Senior Management, and HR Advice and Support and Finance teams.

However - please note that these requests will **not be authorised** by Finance, Senior Managers or HR Advice & Support.

Any requests with a budget implication should be discussed with Finance and confirmed that budget is available prior to submission.

Click **Close** to return to the **MyPeople Establishment Changes** menu.



Your Request Form will sit in the **Submitted** menu list. There is also an **Open, Withdrawn,** and **Authorised** menu list.

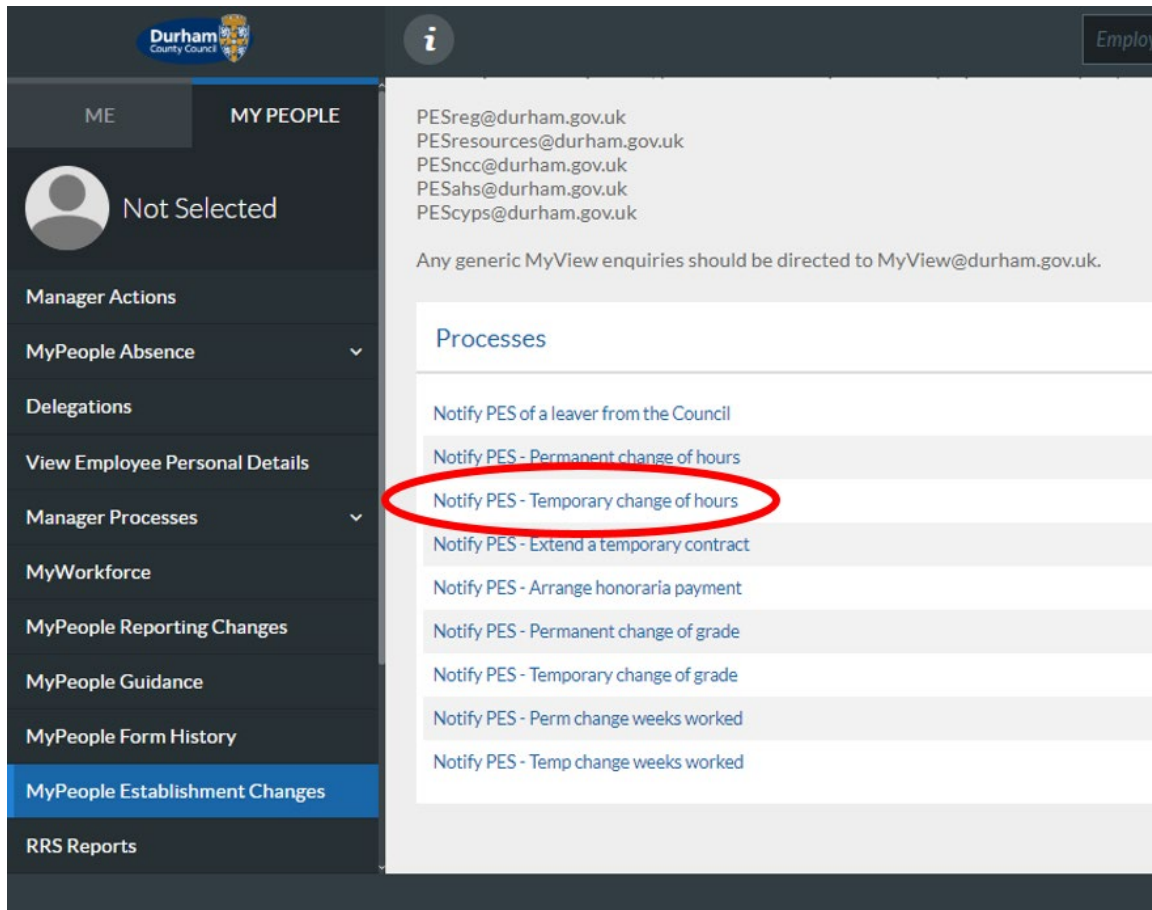
Processes
Notify PES of a leaver from the Council
Notify PES - Permanent change of hours
Notify PES - Temporary change of hours
Notify PES - Extend a temporary contract
Notify PES - Arrange honoraria payment
Notify PES - Permanent change of grade
Notify PES - Temporary change of grade
Notify PES - Perm change weeks worked
Notify PES - Temp change weeks worked
Open
Submitted
Authorised

Once the Payroll and Employee Services Team have authorised your 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.

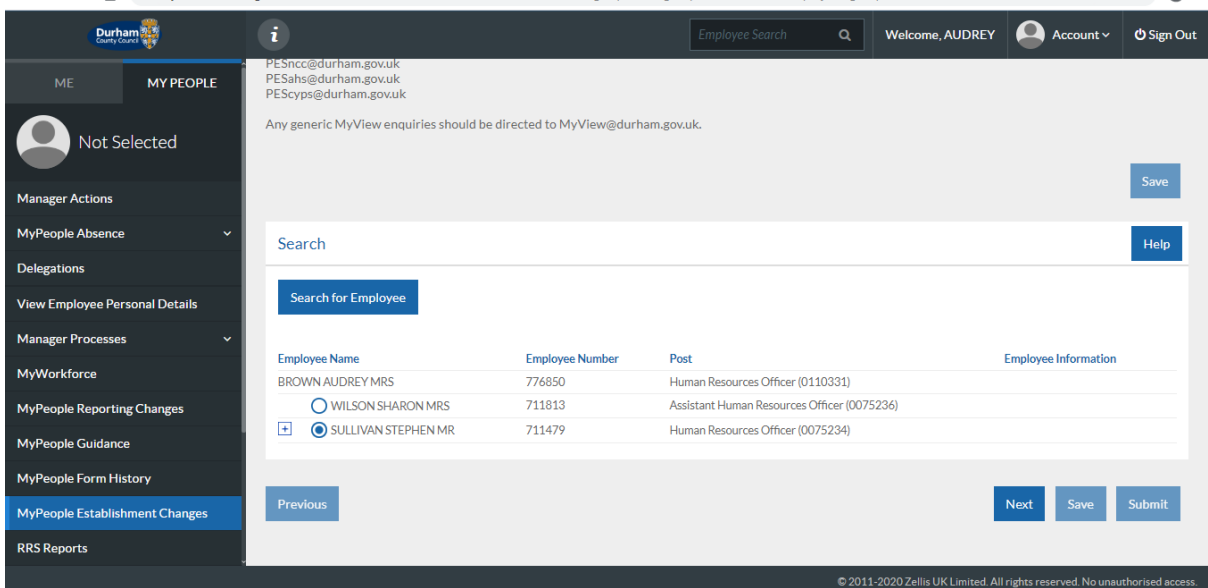
5 – Notify PES of a Temporary Change of Hours

If an employee will be changing their contractual hours on a **temporary** basis, you should **Notify PES of a Temporary Change of Hours** via MyPeople Establishment Changes.

From the **MyPeople Establishment Changes** page, select **Notify PES – Temporary Change of Hours** from the processes menu list



This screen will display all employees within your team. Select the employee that you are processing for a temporary change of hours and click Next.



There are five sections to complete on the Permanent Change of Hours process form



Within Section one of the Process (**Post**), the employees post title will pre-populate, however, if the employee has two posts within your team you will be required to select the appropriate post of which the change of hours will be applicable.

Populate the reason for the Change of Hours, options available are in line with policy:

Post Holding

Post Payroll and Employee Services Officer (0075255) ▾

Change Reason
 --- --Select-- ---
 Flexible Retirement (FLEXRT)
 Job Share (JOBSHA)
 Personal Circumstances (PERCIR)
 Taking up another PT post (OTHPST)

Effective Date

Contract Type Full Time (FT) ▾

Then populate the **effective date** for the temporary change in hours. **Contract Type** will be pre-populated based on information already recorded against the employee’s personnel record.

The User Defined Fields section is a critical element of the request, please ensure you complete this section in full so the request can be processed correctly by Payroll and Employee Services.

Firstly select if the change of hours is an **Increase** or **Decrease** in contractual hours, and then populate the date for which the temporary change of hours should **end**. Then click **Next**.

The screenshot shows a 'Post Holding' form with the following fields:

- Post: Payroll and Employee Services Officer (0075255)
- Change Reason: Personal Circumstances (PERCIR)
- Effective Date: 30/09/2020
- Contract Type: Full Time (FT)

The 'User Defined Fields' section is highlighted with a red box and contains:

- Temporary Change of Hours (Reason): A dropdown menu with options 'Decrease in Hours' and 'Increase in Hours'.
- Temporary Change of Hours (End Date): A date picker field.

At the bottom of the form, there are buttons for 'Previous', 'Cancel', 'Next', 'Save', and 'Submit'. The 'Next' button is circled in red.

Within Section two of the Process (**Rota**), the employee's current contractual hours will display. You should overwrite the hours to reflect the new contractual hours being requested.

Current hours:

The screenshot shows the 'Rota' section of the form with the following elements:

- Navigation tabs: Post, Rota, eForm, Attachments, Complete.
- Section title: Temporary Contracted Hours Change.
- Field: -Temporary Revised Contracted Hours per week, with a value of 37.00.
- Buttons: Previous, Cancel.

New hours:

The screenshot shows the 'Rota' section of the form with the following elements:

- Navigation tabs: Post, Rota, eForm, Attachments, Complete.
- Section title: Temporary Contracted Hours Change.
- Field: -Temporary Revised Contracted Hours per week, with a value of 30.00.
- Buttons: Previous, Cancel.

Click **Next** to progress to the next stage of the form.

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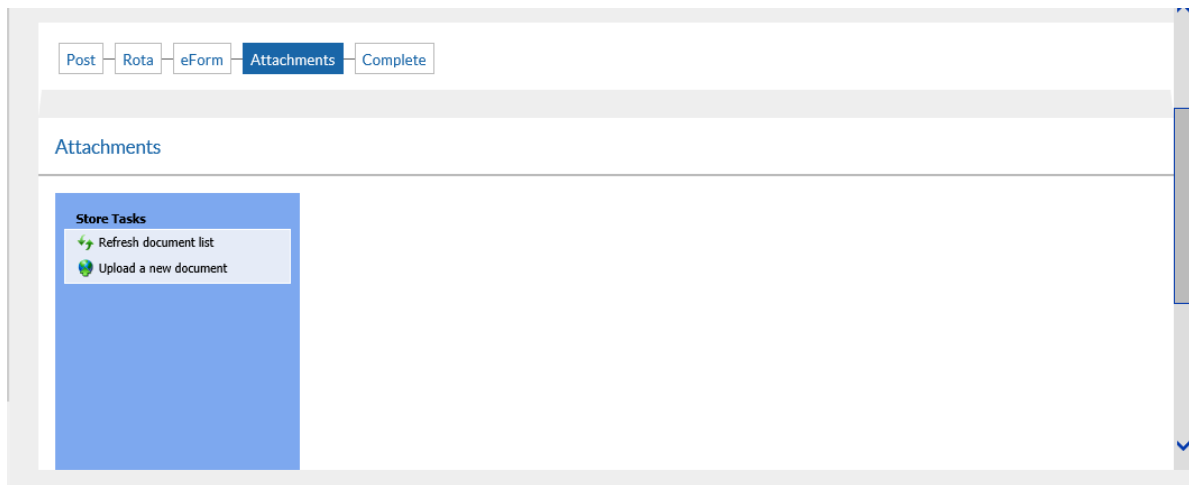
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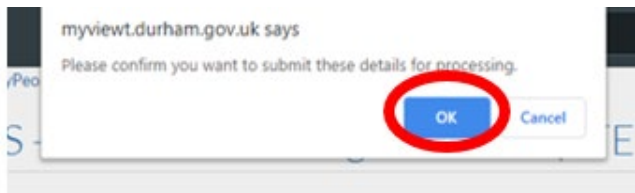
Once the form has been populated in full, click **Next**

At Section four of the Process (**Attachments**), you can upload any relevant supporting documentation to support the change, for example correspondence with the Finance / PES / HR Advice & Support.



At this stage, click **Submit** to issue the Temporary Change of Hours notification to the Payroll and Employee Services team.

A pop up will appear for you to confirm the submission of the form. Click **OK**



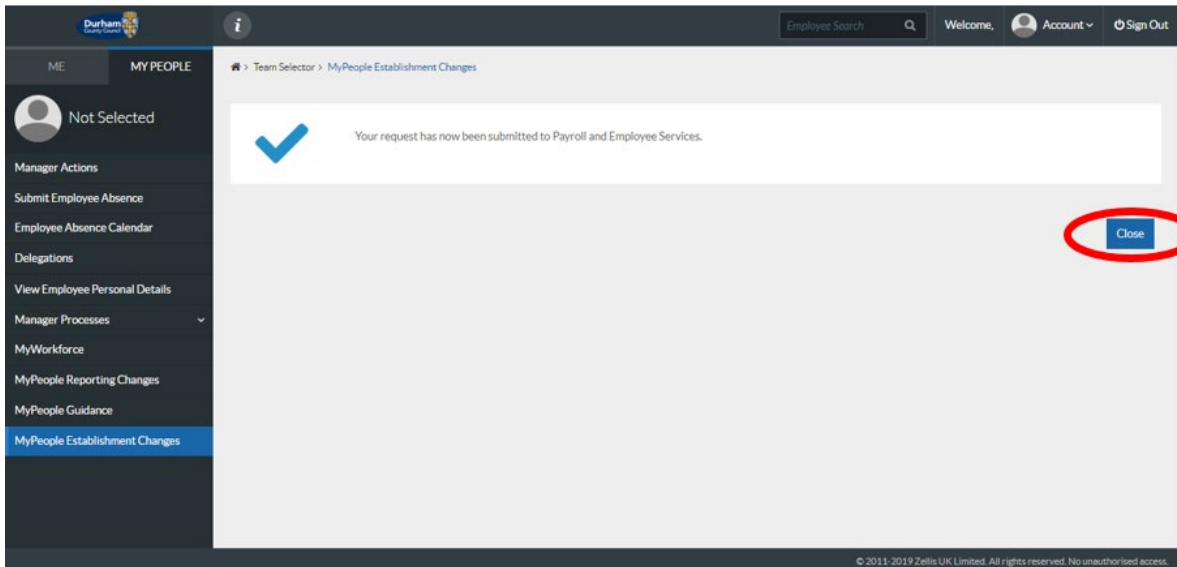
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6 - Help and Guidance

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