



PAYROLL AND EMPLOYEE SERVICES

**Manager Processes – Arrange Honoraria
Payment Guidance**

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1 - Introduction

This document is a guide to using the **MyPeople Establishment Changes** Managers Processes Module to **Arrange Honoraria Payments** via MyView dashboard.

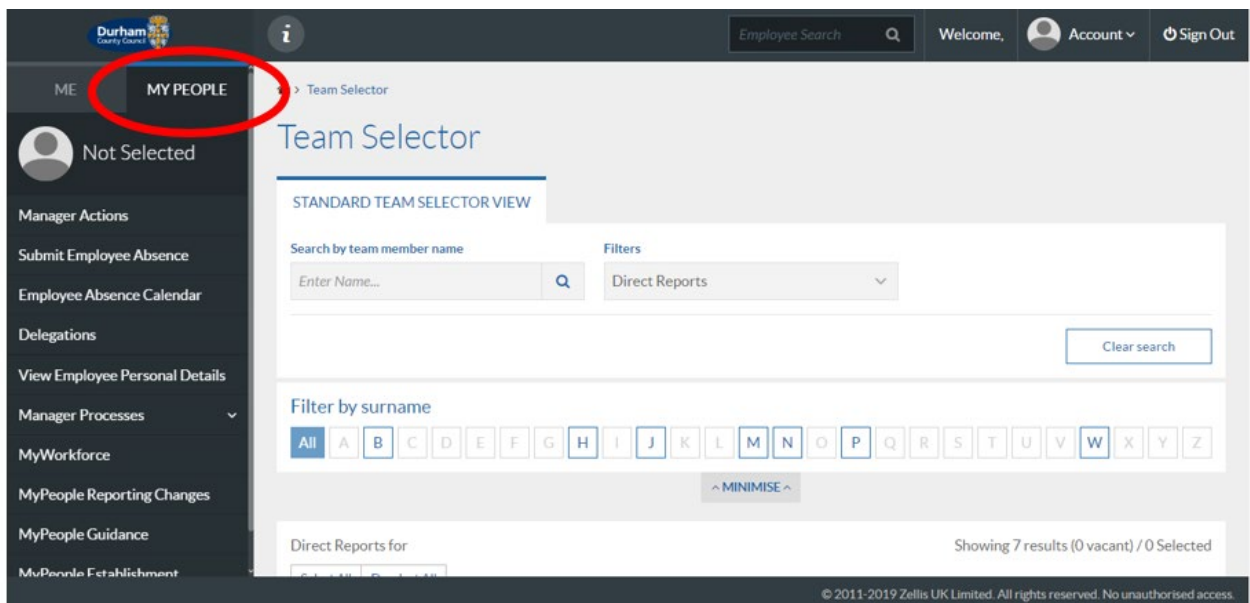
2 - What is the Manager Processes Module?

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

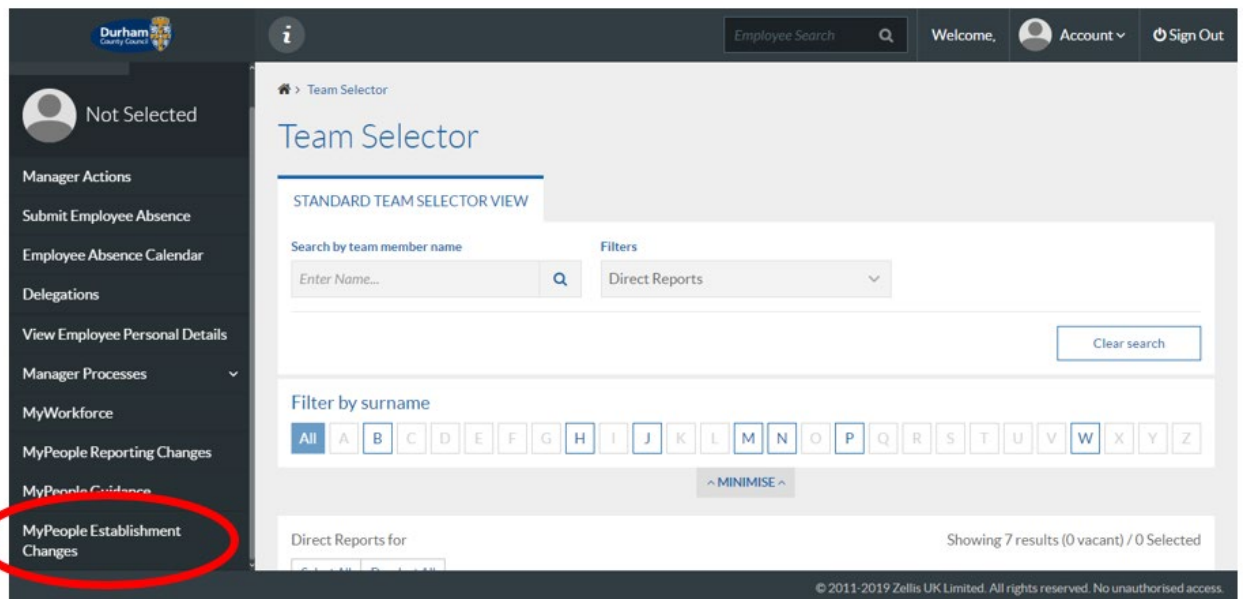
3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

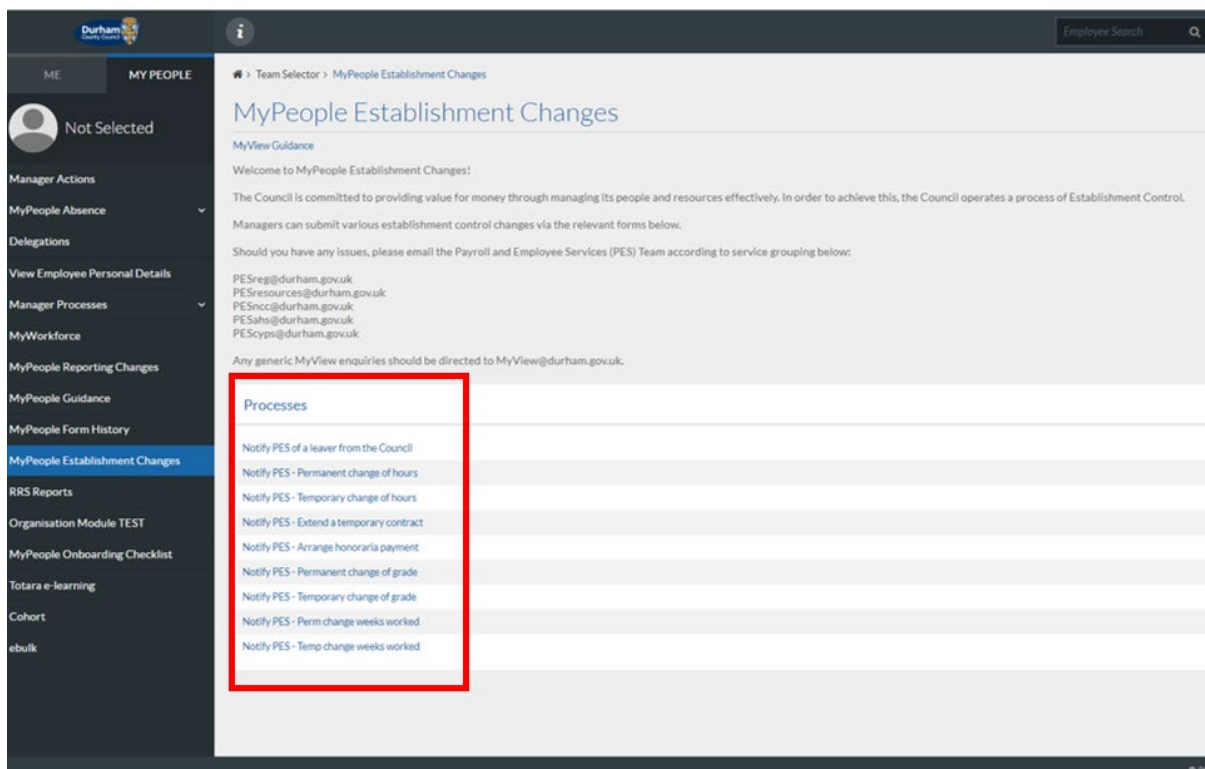
To access the forms, log in to MyView and select the **MyPeople** Menu Screen



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.



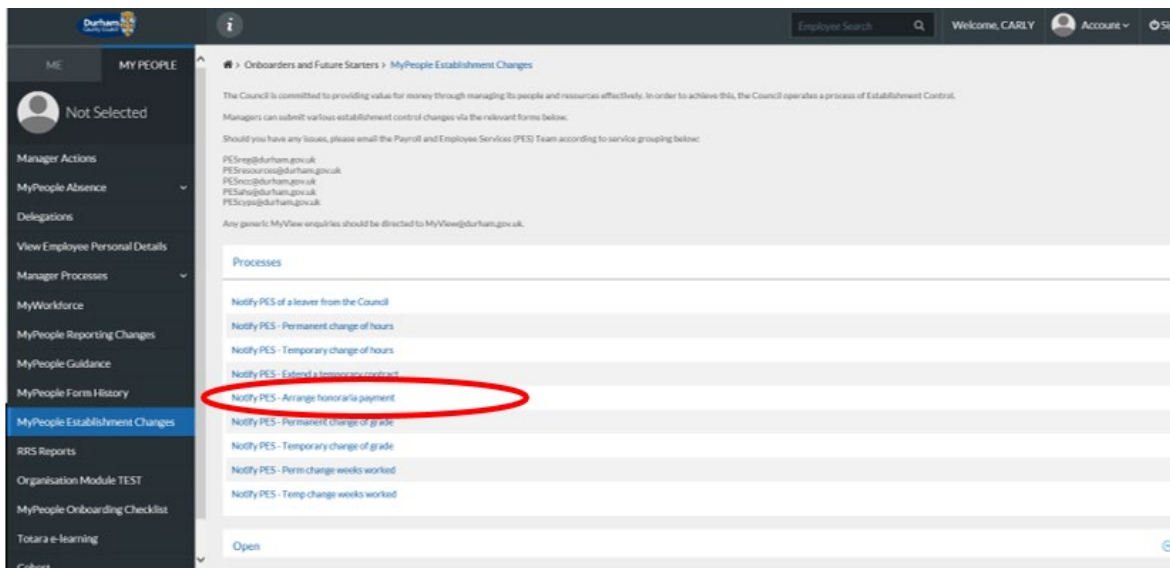
4 – Notify PES to Arrange Honoraria Payment

The manager is required to notify Payroll and Employee Services of an honoraria via MyView Dashboard.

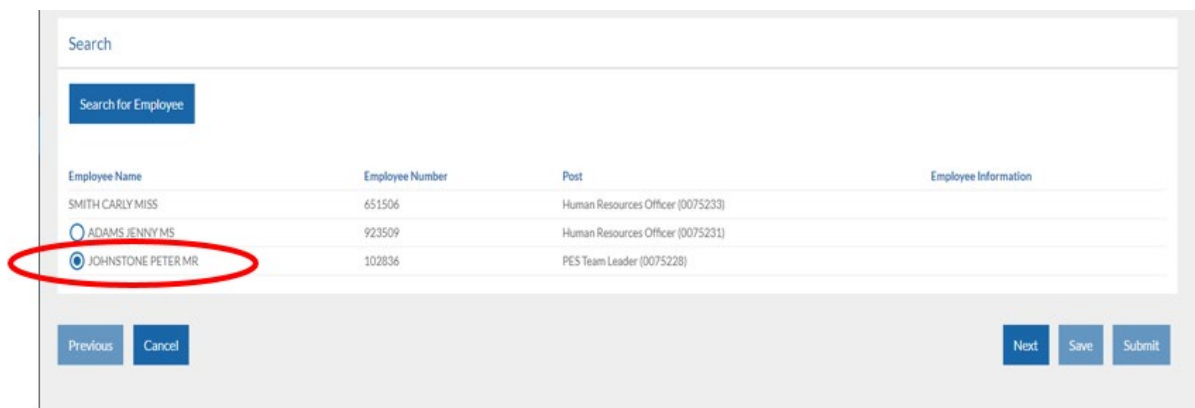
Please Note: Honoraria arrangements should be used for short-term cover arrangements up to a maximum of 6 months. If you wish to extend these timescales this request will need to be approved by your Head of Service and Head of People and Talent Management.

If you need to save the form and return to it at a later date, the 'In Progress' widget on your MyView dashboard will alert you that you have an eForm in progress.

In order to process an honoraria payment, select **Notify PES – Arrange honoraria payment** from the processes menu list



The next screen will display all employees within your team. Select the employee that you are arranging an honoraria for and click **next**



Enter the change reason from the drop-down list, choose the effective date, then click **next**

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

- Post: Payroll and Employee Services Officer (0075255)
- Change Reason: --Select--
- Effective Date: [Calendar icon]
- Contract Type: Full Time (FT)

Navigation buttons at the bottom include 'Previous', 'Cancel', 'Next', 'Save', and 'Submit'.

On the next screen enter the reason for the contract extension (Please note that all fields marked with an Asterix (*) are mandatory).

Select the honoraria request type from the drop down

The screenshot shows the 'Honoraria Request Type' dropdown menu with the following options:

- Select--
- Extension of Existing Honoraria
- Extension of Honoraria Beyond 6 months
- New Honoraria Request (highlighted in blue)

Enter the business case into the free text box, select the Grade payable for the honoraria, enter the percentage of the honoraria to be paid and finally choose the honoraria end date.

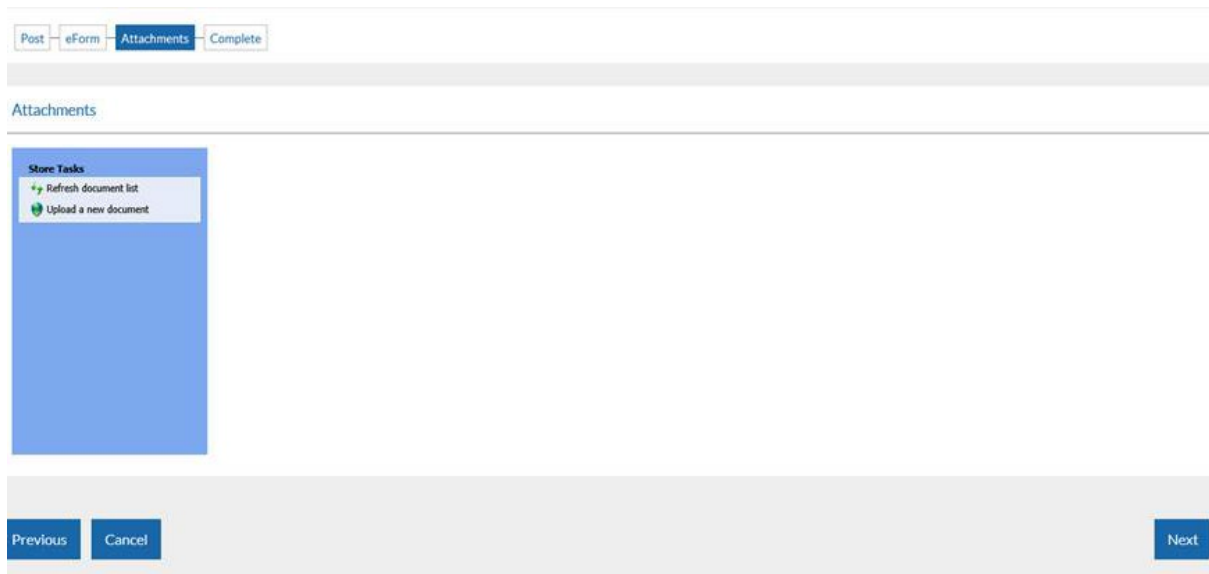
There is also a free text comments box at the bottom of the form if there is any additional information you wish to provide to Payroll and Employee Services regarding the request.

The screenshot shows the 'Honoraria Request' form with the following fields and values:

- Honoraria Request Type: --Select--
- Business Case: [Free text box]
- Honoraria Grade: --Select--
- Percent Honoraria Paid (%): 100
- Honoraria End Date: [Date field]
- Comments: [Free text box]

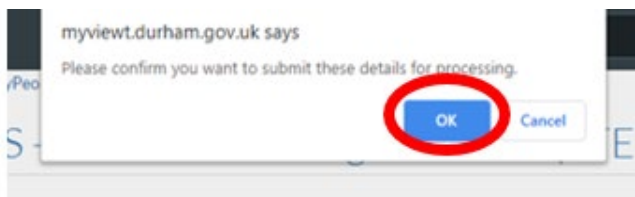
A red circle highlights the 'Honoraria Request Type', 'Business Case', 'Honoraria Grade', 'Percent Honoraria Paid (%)', 'Honoraria End Date', and 'Comments' fields.

If there is a document to attach, then upload it in the attachments screen and click **next**



At this stage, click **Submit** to issue the Arrange a Honoraria notification to the Payroll and Employee Services team.

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



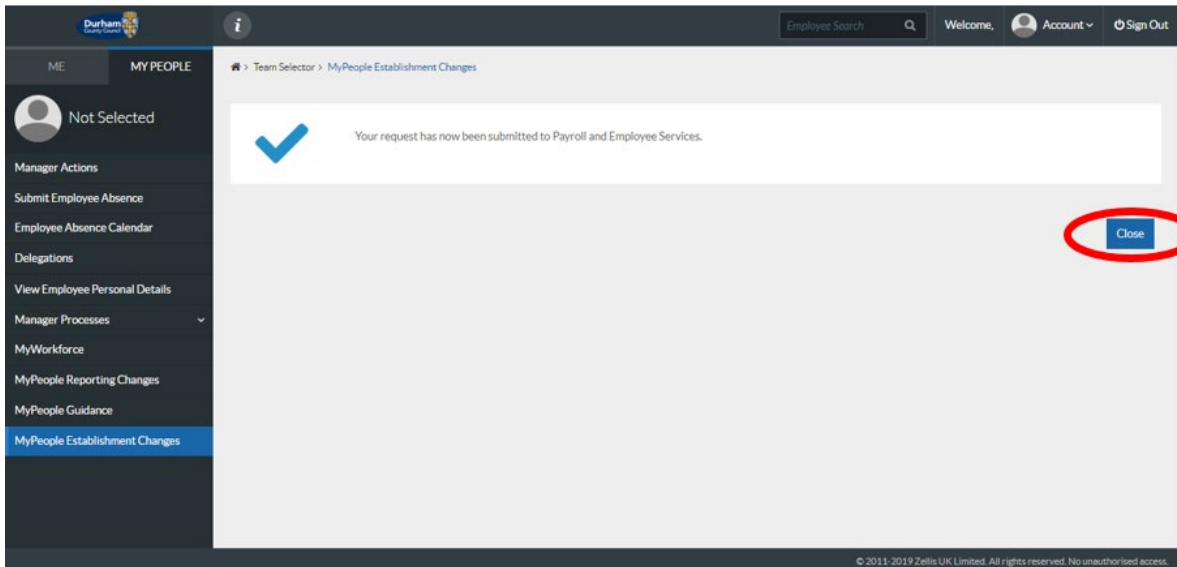
You will receive confirmation by email that your request has been submitted to Payroll and Employee Services.

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 - 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