



PAYROLL AND EMPLOYEE SERVICES

Manager Processes – Extend a Temporary Contract Guidance

Contents

1 - Introduction.....	3
2 - What is the Manager Processes Module?	3
3 – Accessing MyPeople Establishment Changes	3
4 – Notifying PES to Extend a Temporary Contract	5
5 - Help and Guidance	9

1 - Introduction

This document is a guide to using the **MyPeople Establishment Changes** Managers Processes Module to **Extend a Temporary Contract**. The module enables managers to submit these establishment control changes via MyView dashboard.

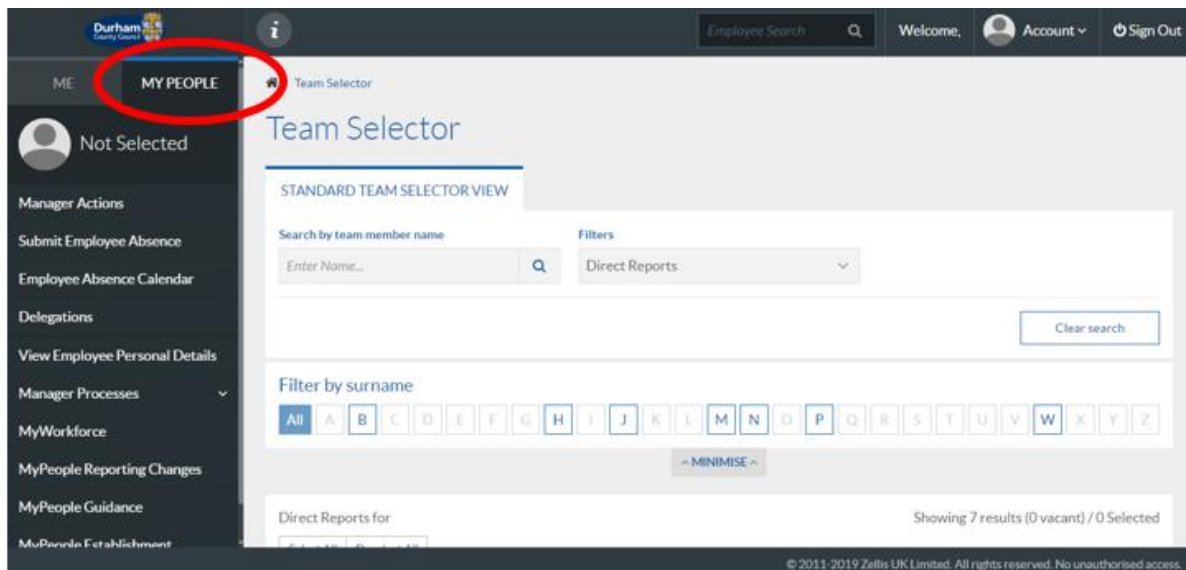
2 - What is the Manager Processes Module?

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

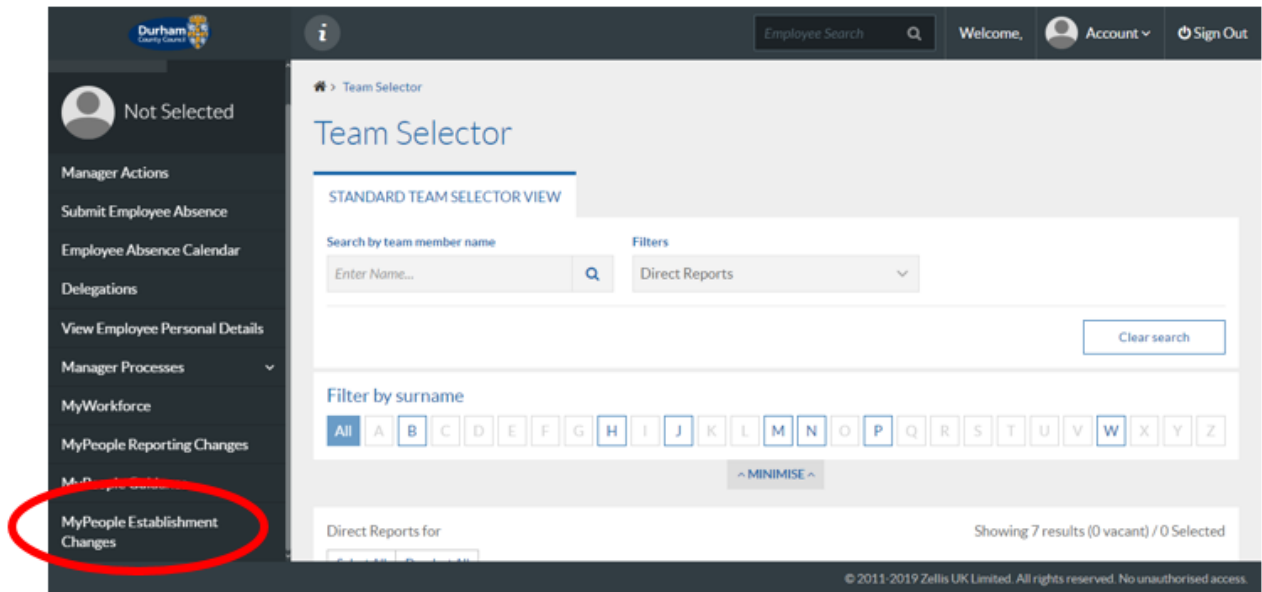
3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

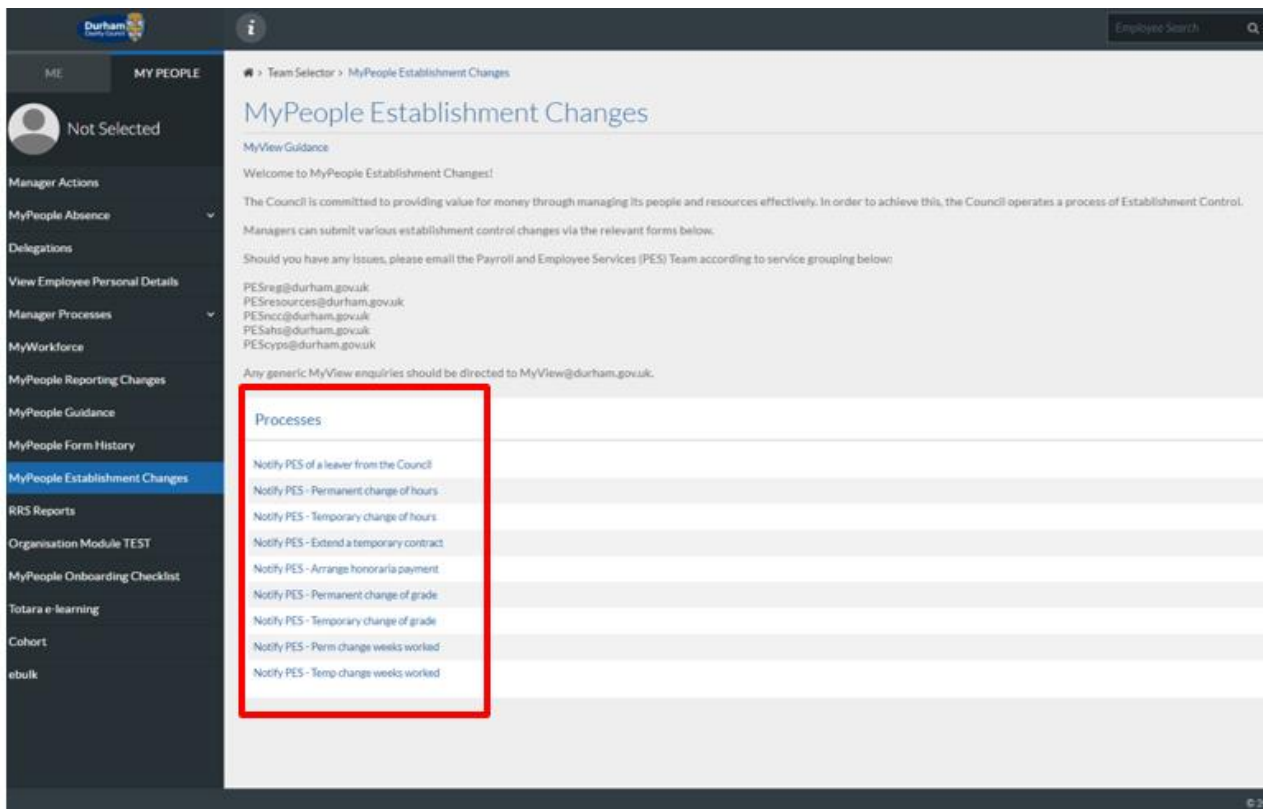
To access the forms, log in to MyView and select the **MyPeople** Menu Screen



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



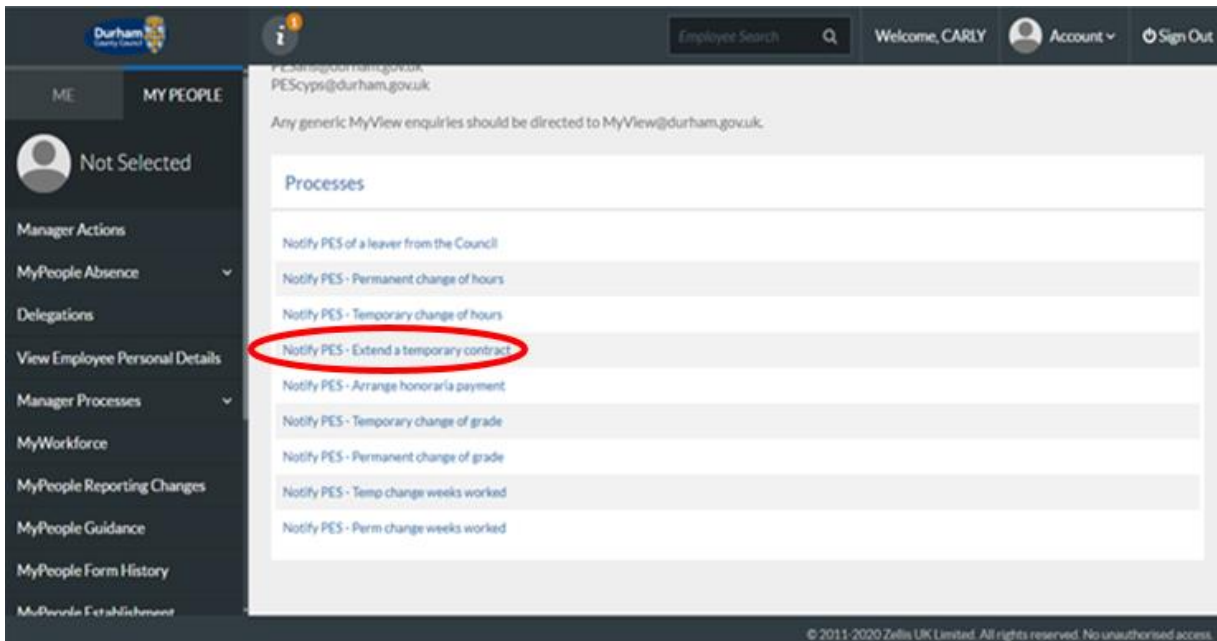
A list of processes will then be available for you to complete and submit to Payroll and Employee Services.



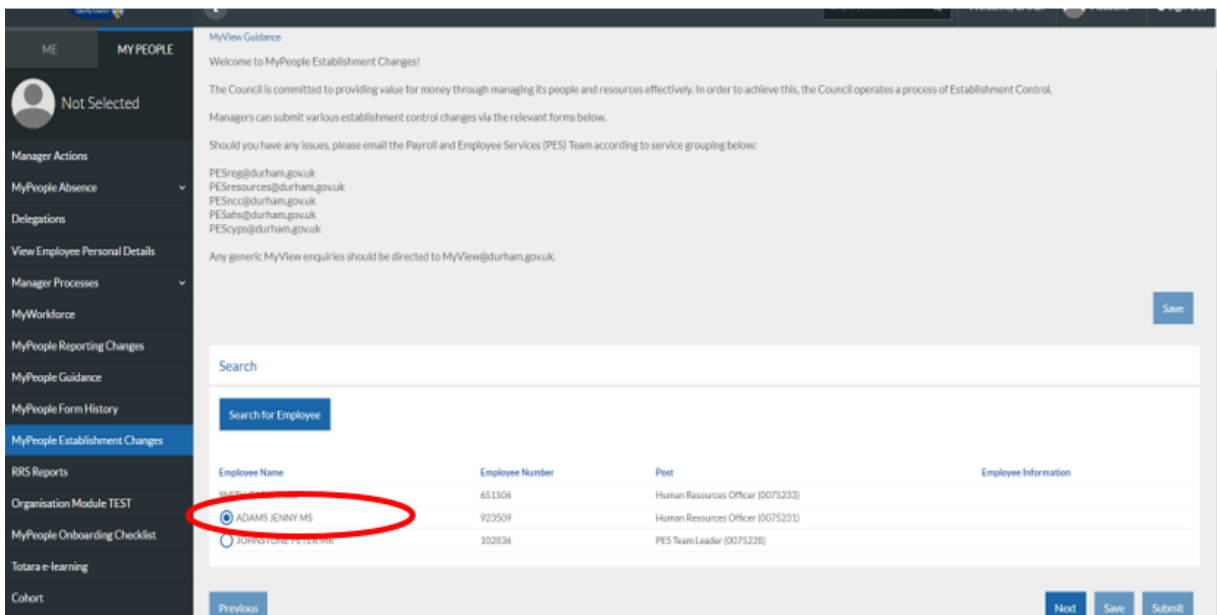
4 – Notifying PES to Extend a Temporary Contract

The manager will be required to notify Payroll and Employee Services to extend a temporary contract via MyView Dashboard.

In order to extend a temporary contract, select **Notify PES – Extend a temporary contract** from the processes menu list



This screen will display all employees within your team. Select the employee that you are extending the contract for and click **next**



Post detail will be pre-populated, unless the employee has two posts – in which case please select the post to which the contract extension is being applied. Select the change reason from the drop down, and choose the effective date.

The screenshot shows a web form titled "Post Holding". At the top, there are navigation tabs: "Post" (selected), "eForm", "Attachments", and "Complete". Below the title, there are five rows of form fields:

- Post:** A dropdown menu with the selected value "PES Support Officer (0075277)".
- Change Reason:** A dropdown menu with "Extend Temporary Contract (EXTEND)" selected. The menu is open, showing "Select" and "Extend Temporary Contract (EXTEND)".
- Effective Date:** A date selection field with a calendar icon.
- Position Status:** A dropdown menu with the selected value "Full Time (FT)".
- Post Occupancy:** A dropdown menu with the selected value "Substantive Post - Temporary (SUBTE)".

At this stage, if the employee occupies this post on a **substantive** basis (e.g. Post Occupancy = Substantive Post) then you should record the revised contract end date in the **Substantive Post Temporary Contract - End Date** field.

If the employee occupies this post on a **non-substantive basis** (e.g. Post Occupancy = Non-Substantive Post.) then you should record the revised contract end date in the **Non-Substantive Post End Date** field.

The screenshot shows the "User Defined Fields" section of the form. It contains two date selection fields:

- Substantive Post Temporary Contract - End Date:** A date selection field with the value "31/03/2021" and a calendar icon.
- Non-Substantive Post End Date:** A date selection field with a calendar icon.

Click **Next**.

On this next screen enter the reason for extension (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 request. Once the form is populated click **next**

You can now upload any documents that you wish to add, click upload a new document and follow the steps (if you do not need to attach a document, click next) once uploaded click **next**

At this stage, click **Submit** to issue the Extend a Temporary Contract notification to the Payroll and Employee Services team.

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

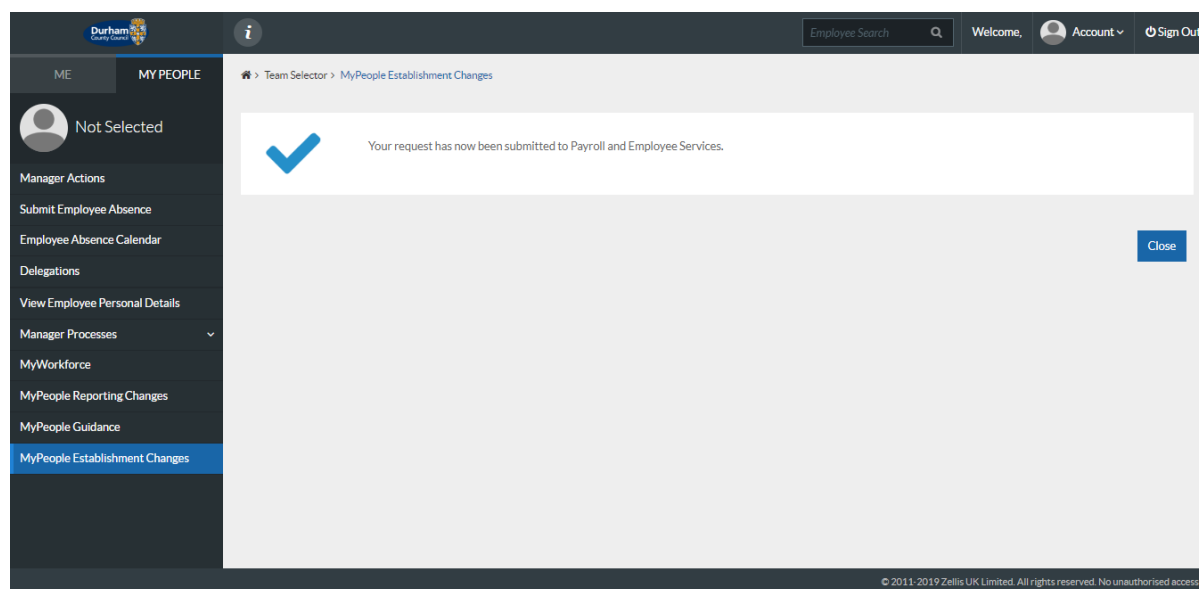
You will receive confirmation by email that your request has been submitted to Payroll and Employee Services.

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