Payroll and Employee Services

Manager Processes - Permanent and Temporary Change in Hours Guidance

Contents

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.

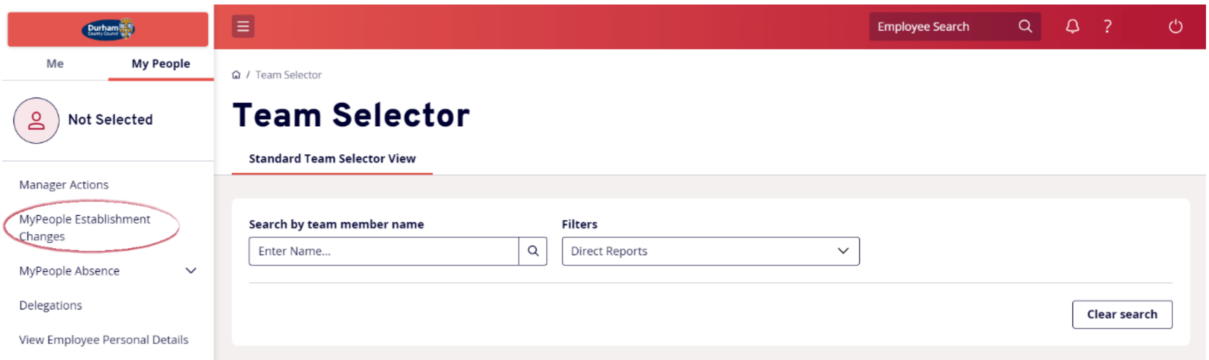
2 - What is the Manager Processes Module?

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

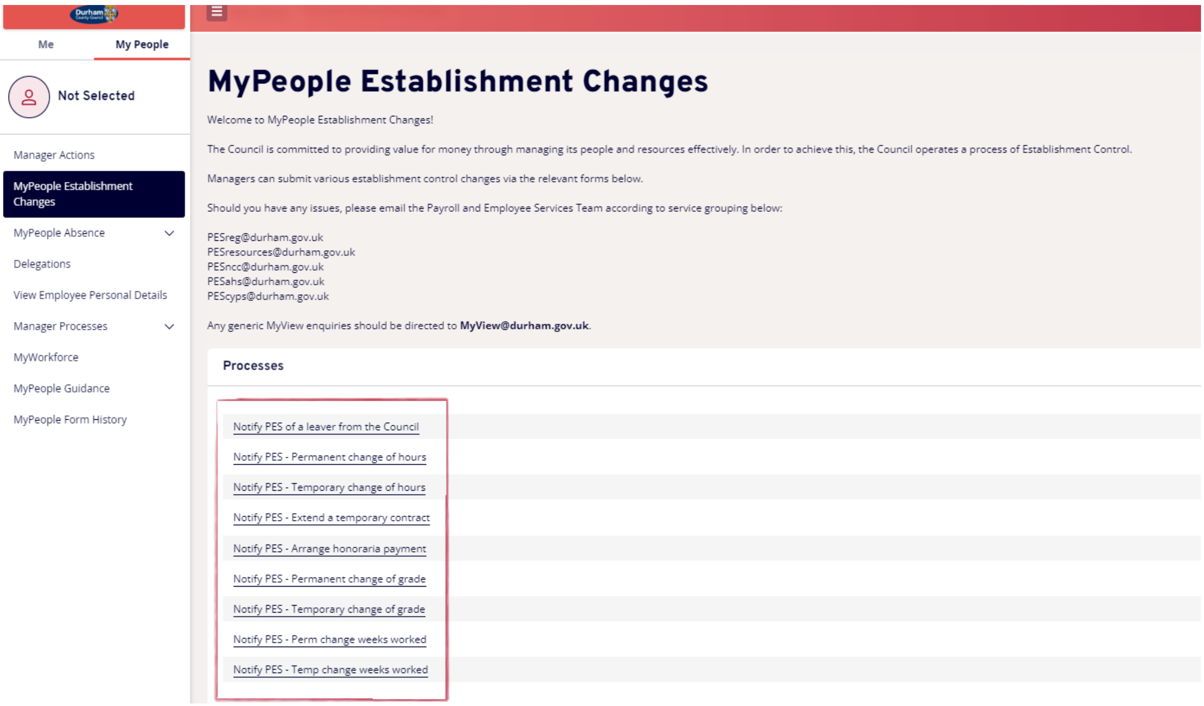
3 – Accessing MyPeople Establishment Changes

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.

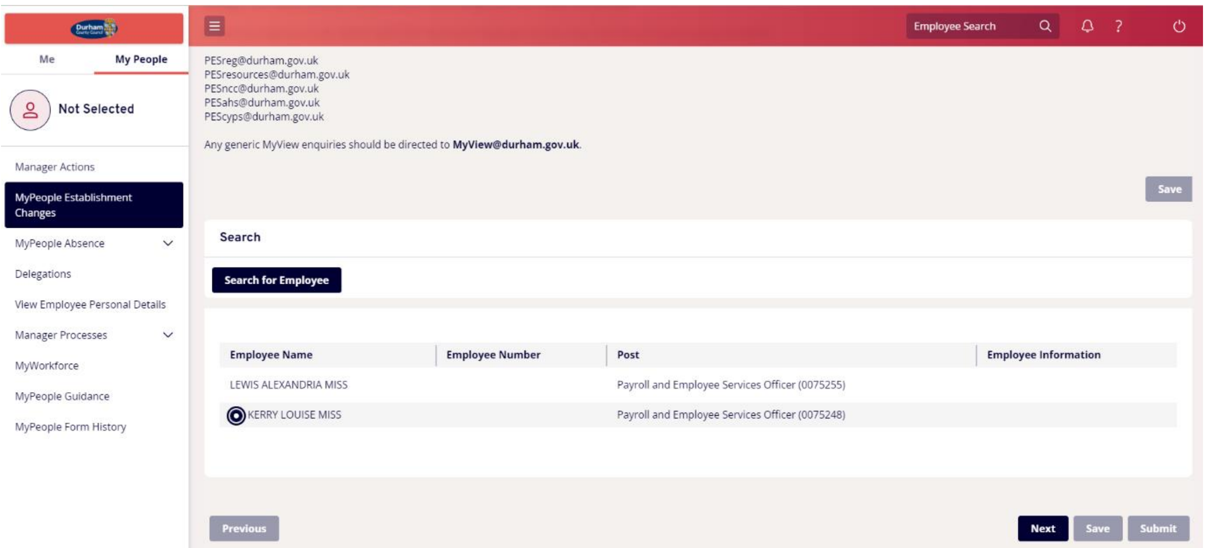


4 – Notify PES of a Permanent Change of Hours

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

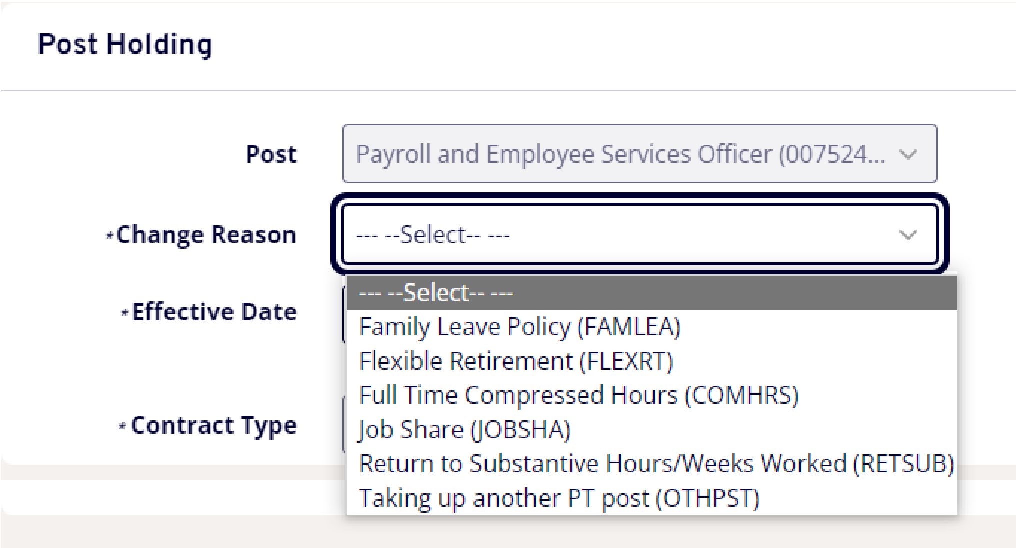
This screen will display all employees within your team. Select the employee that you are processing for a permanent change of hours and click **Next**



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

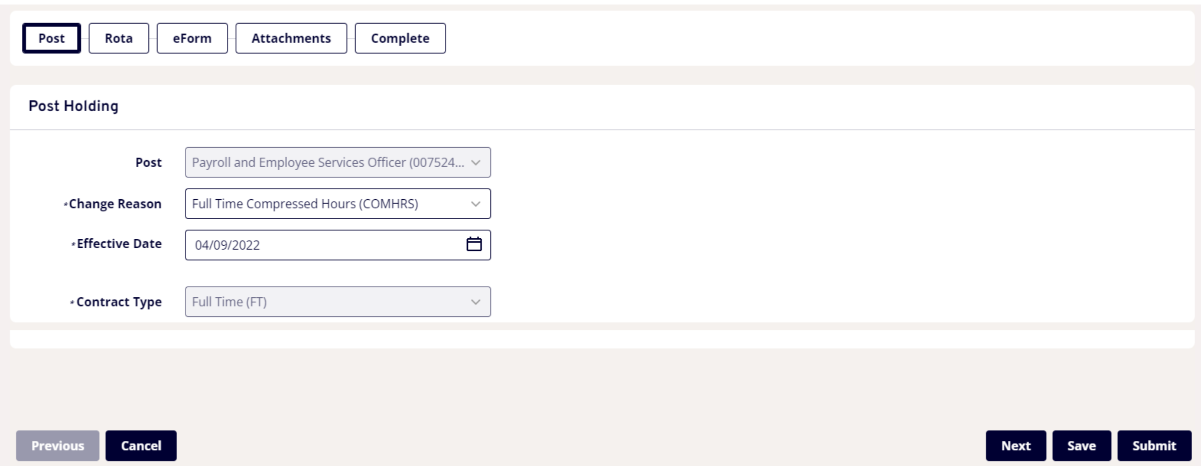
Within Section one of the Process (**Post**), the employees post title will pre-populate, however, if the employee has two posts within your team you will be required to select the appropriate post of which the change of hours will be applicable.

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



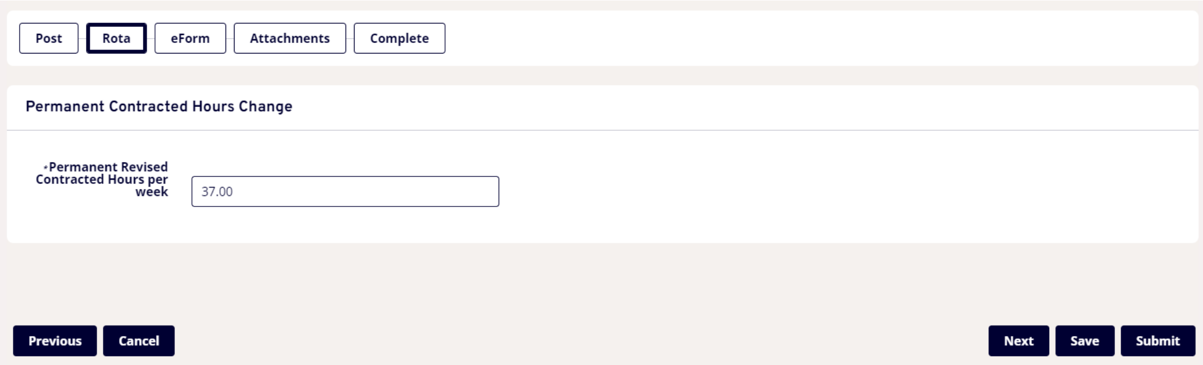
Please note if the reason selected is due to 'Family Leave Policy', you will be required to attach the employees completed Flexible Working Application form to the change of hours request. Please refer to the Flexible Working Policy for further information.

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.**

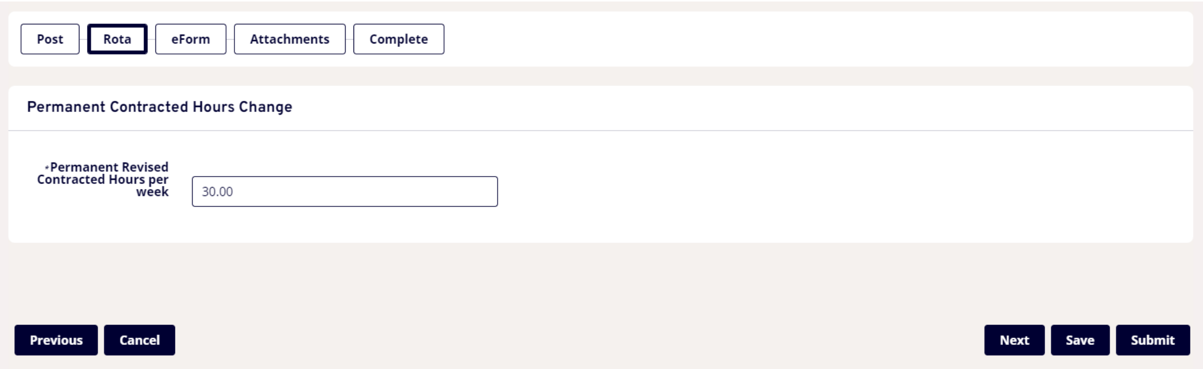


Within Section two of the Process (**Rota**), the employee's current contractual hours will display. You should overwrite the hours to reflect the new contractual hours being requested.

Current hours:



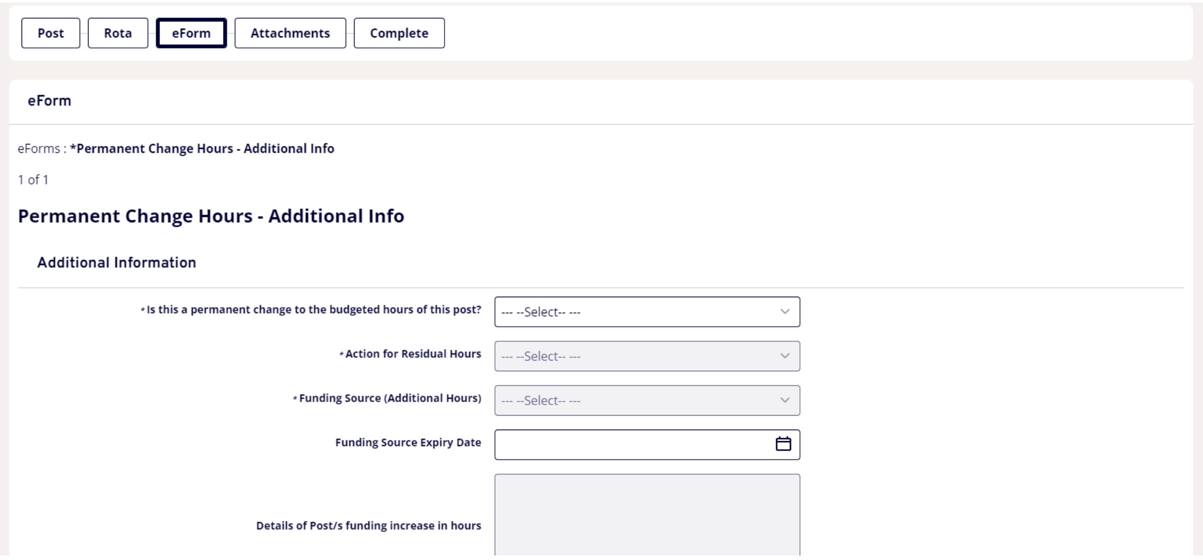
New hours:



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

Please note: If the **Change Reason** is **Full Time Compressed Hours (COMHRS)** the revised contracted hours should be 37 hours.

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.

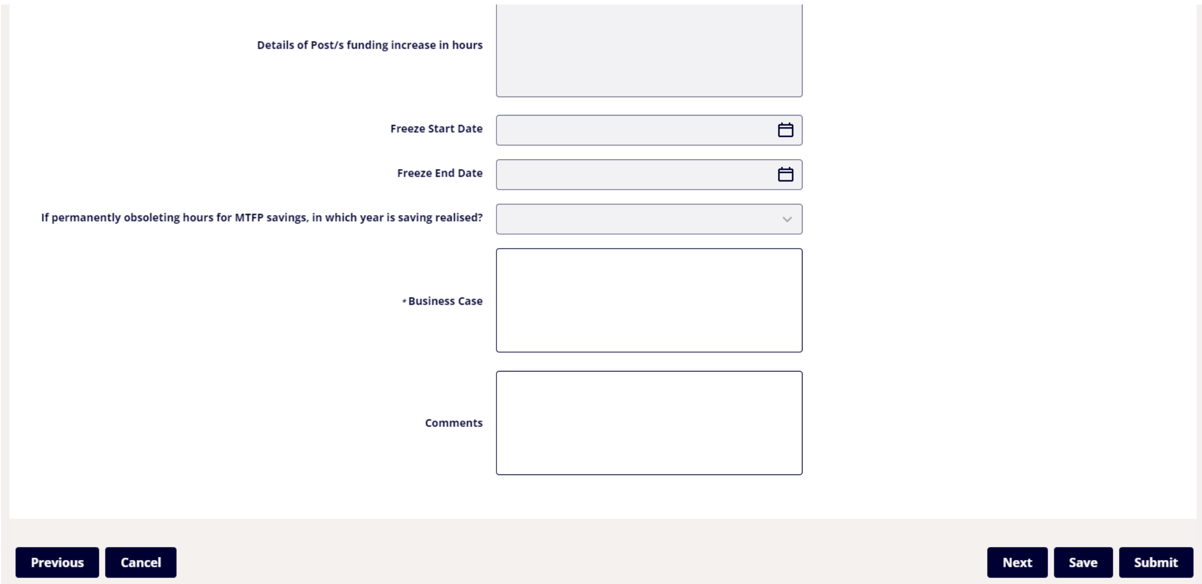


Please populate the form accordingly. Some fields are dependent on the option you select.

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.

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

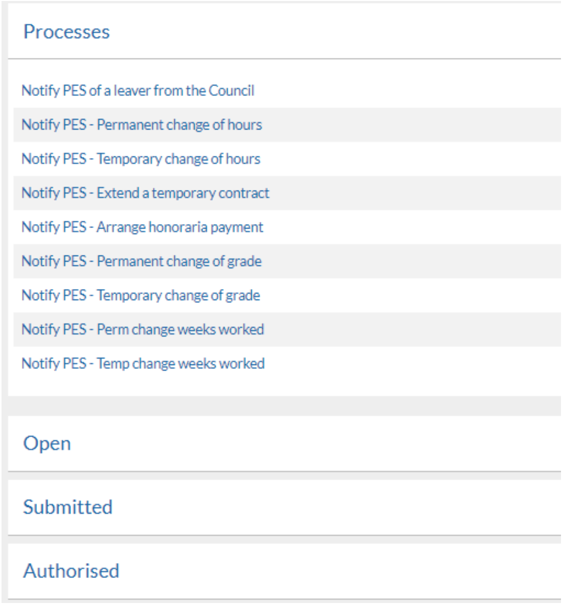
At this stage, notification of the request will also be issued to Senior Management, and HR Advice and Support and Finance teams.

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.



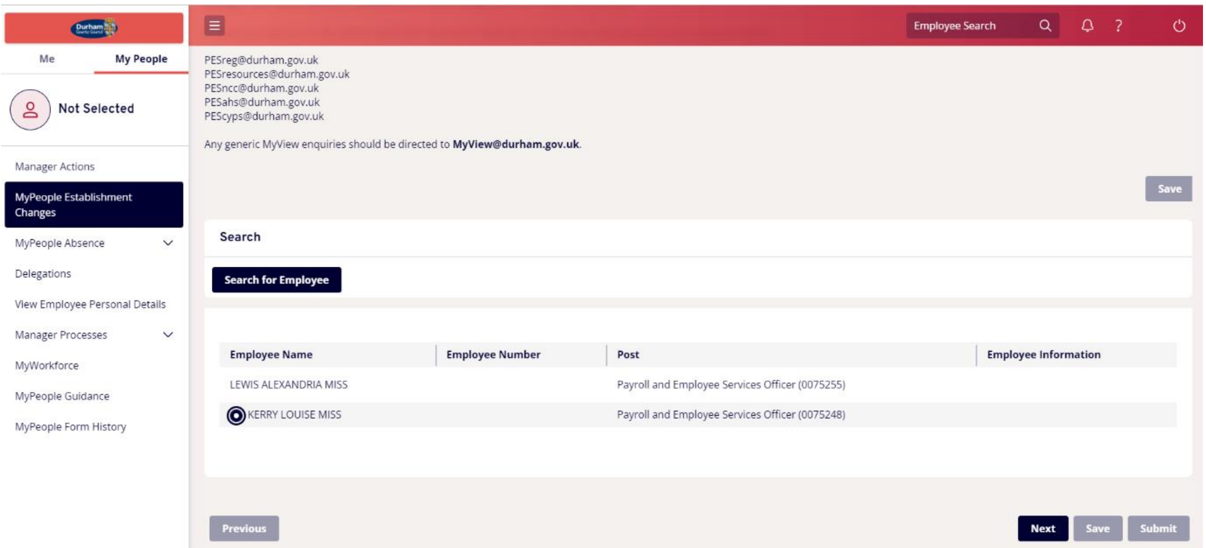
Once the Payroll and Employee Services Team have authorised your request, your Form will move to the **Authorised** menu list, you will also receive an e-mail to inform you that the request has been authorised by Payroll and Employee Services.

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:

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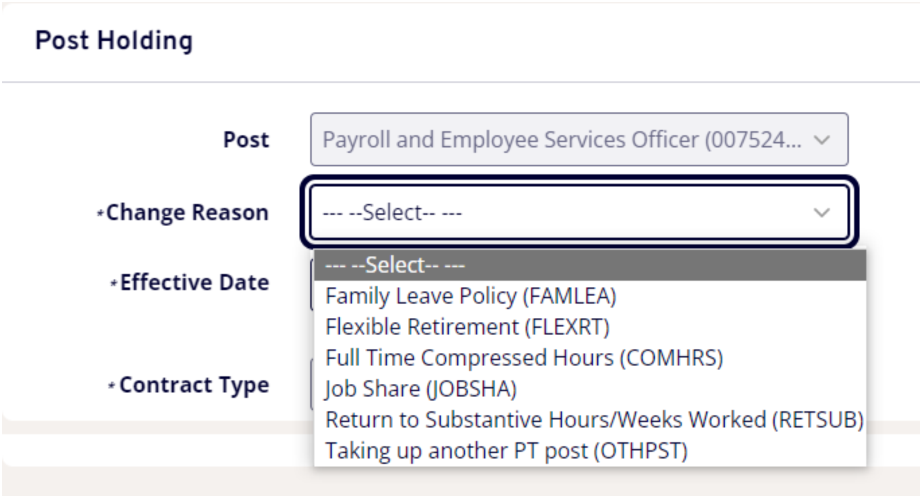
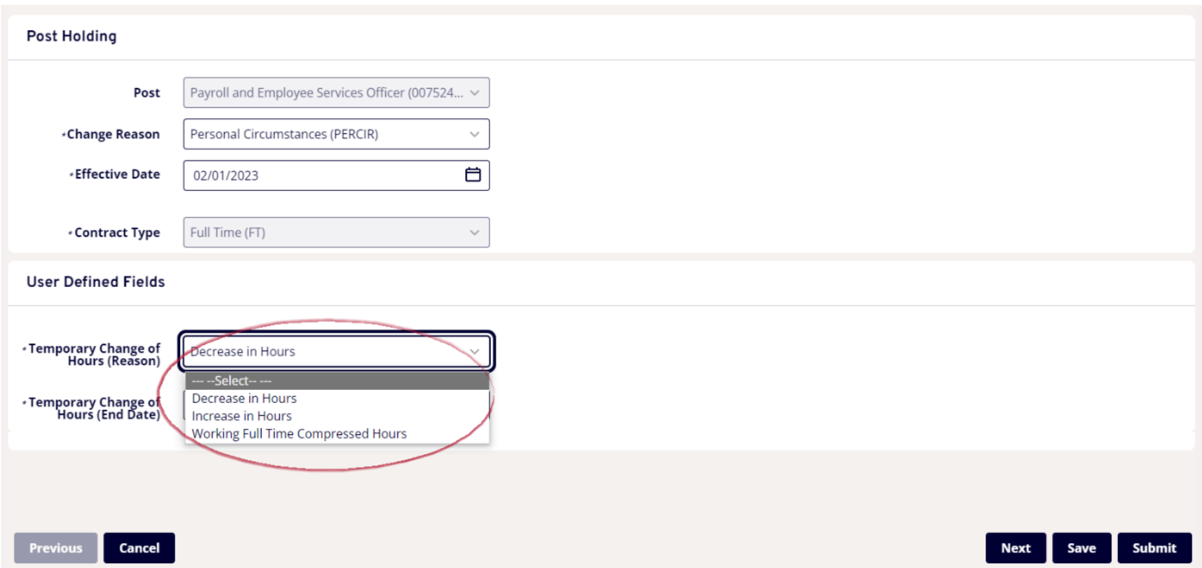


Then populate the **effective date** for the temporary change in hours**. Contract Type** will be pre-populated based on information already recorded against the employee's personnel record.

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**, **Decrease**, or Working Full in contractual hours, and then populate the date for which the temporary change of hours should **end**. Then click **Next.**



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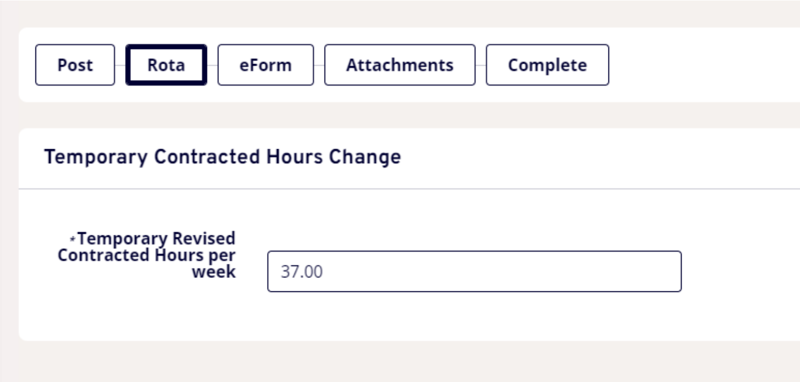

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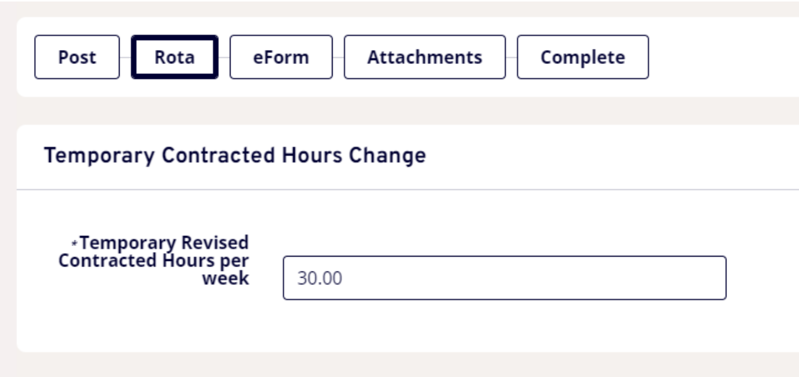

Click **Next** to progress to the next stage of the form.

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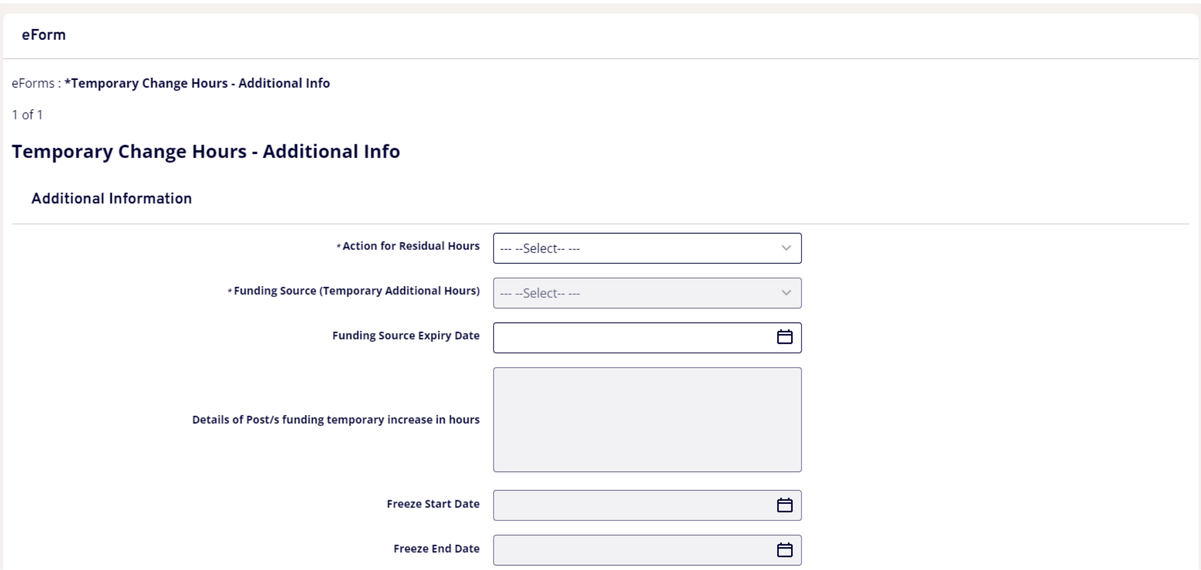

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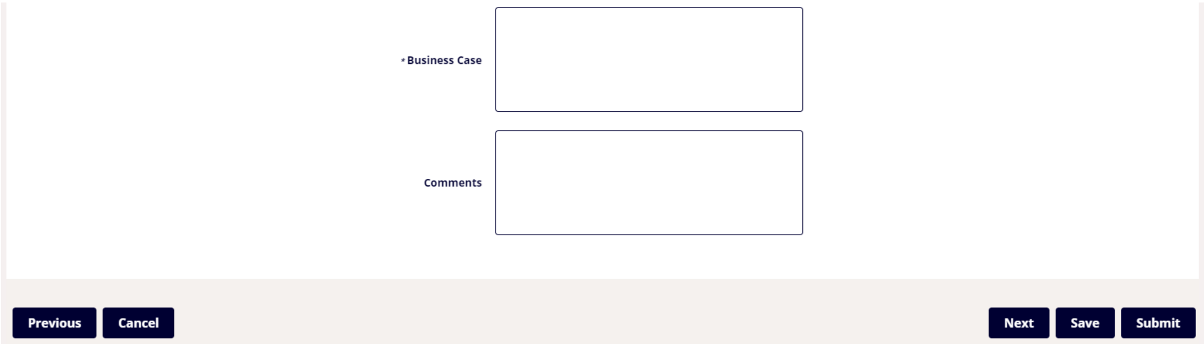

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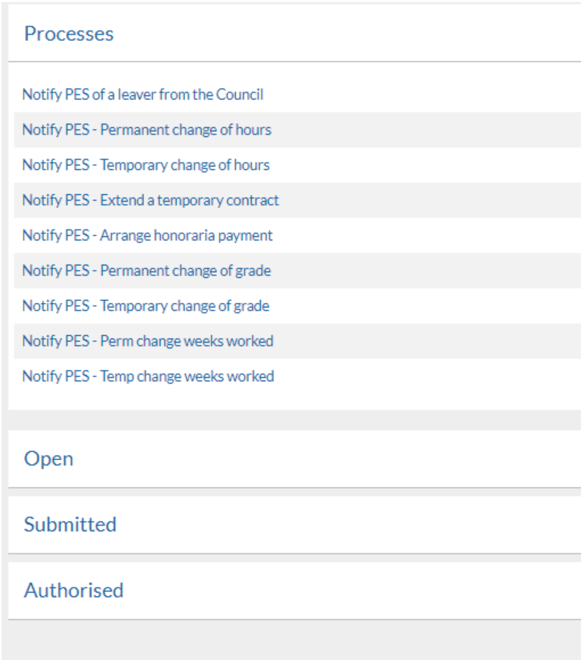

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6 - Help and Guidance

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