Payroll and Employee Services

Manager Processes – Permanent and Temporary Changes in Grade 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 Grade.** This enables managers to process a **'permanent or temporary change in grade'** via MyView dashboard.

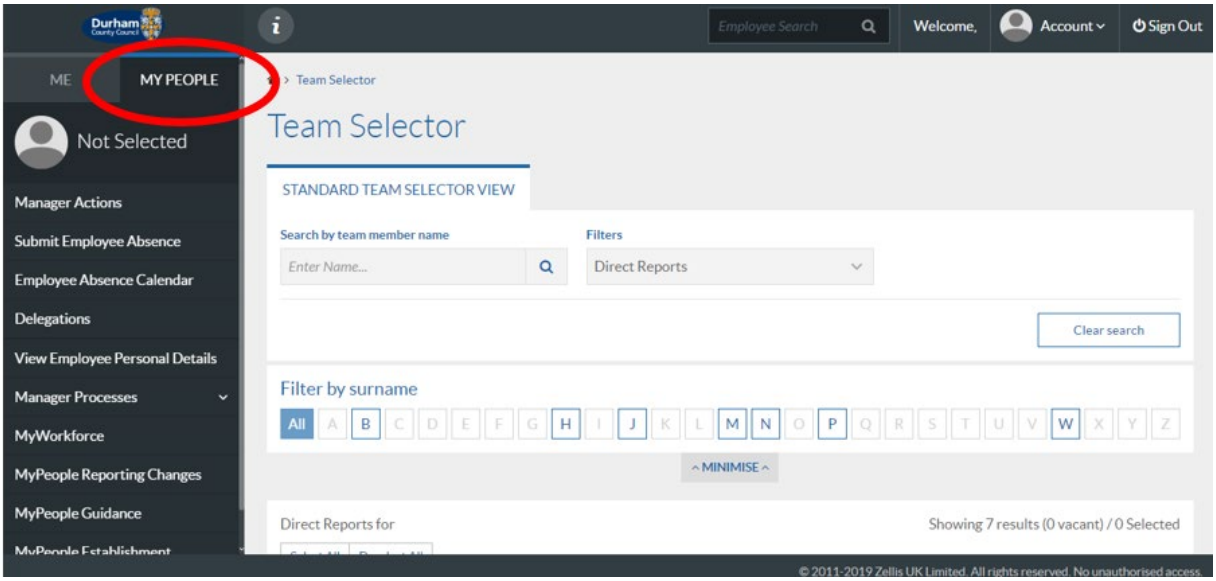
2 - What is the Manager Processes Module?

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

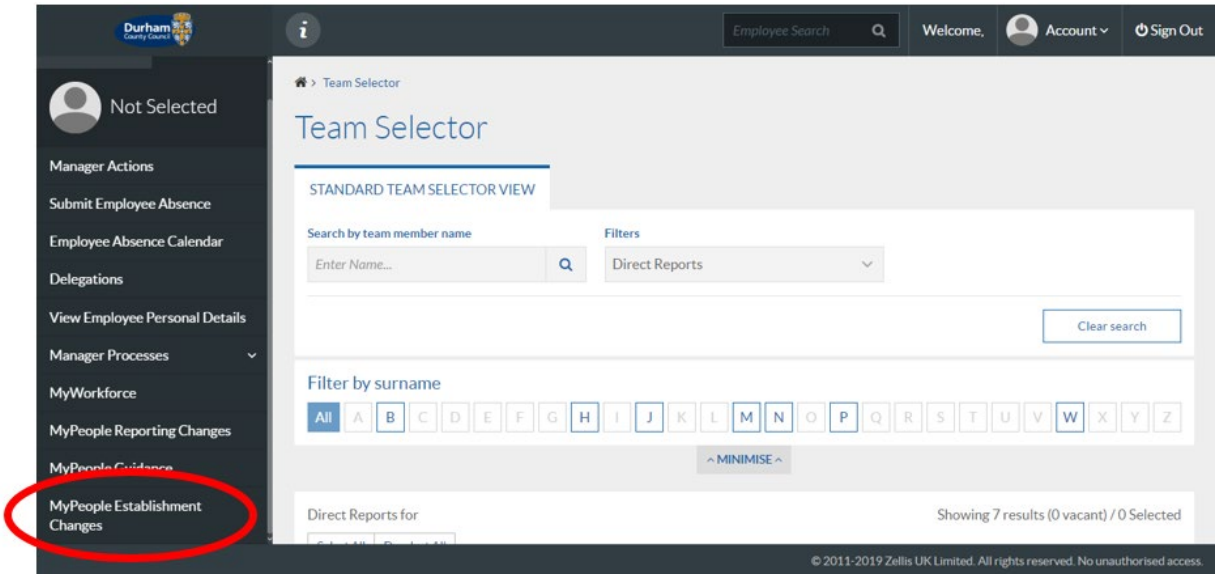
3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

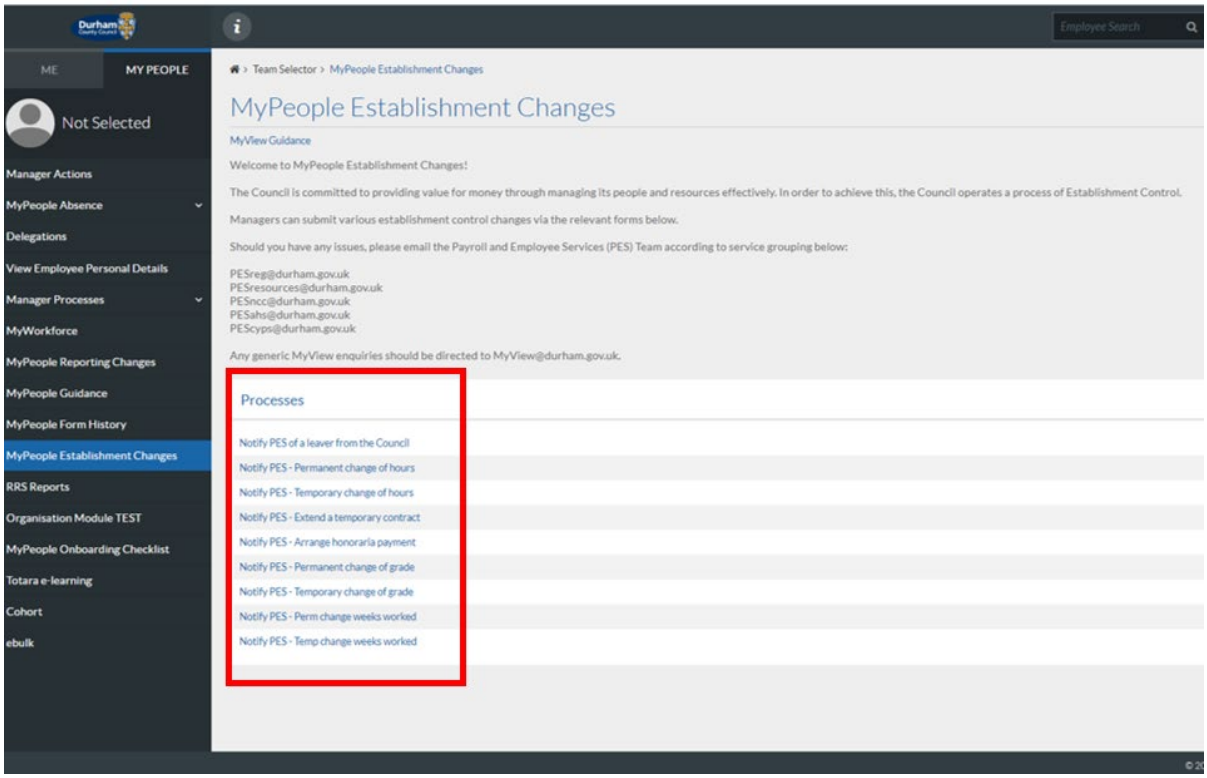
To access the forms, log in to MyView and select the **MyPeople** Menu Screen



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



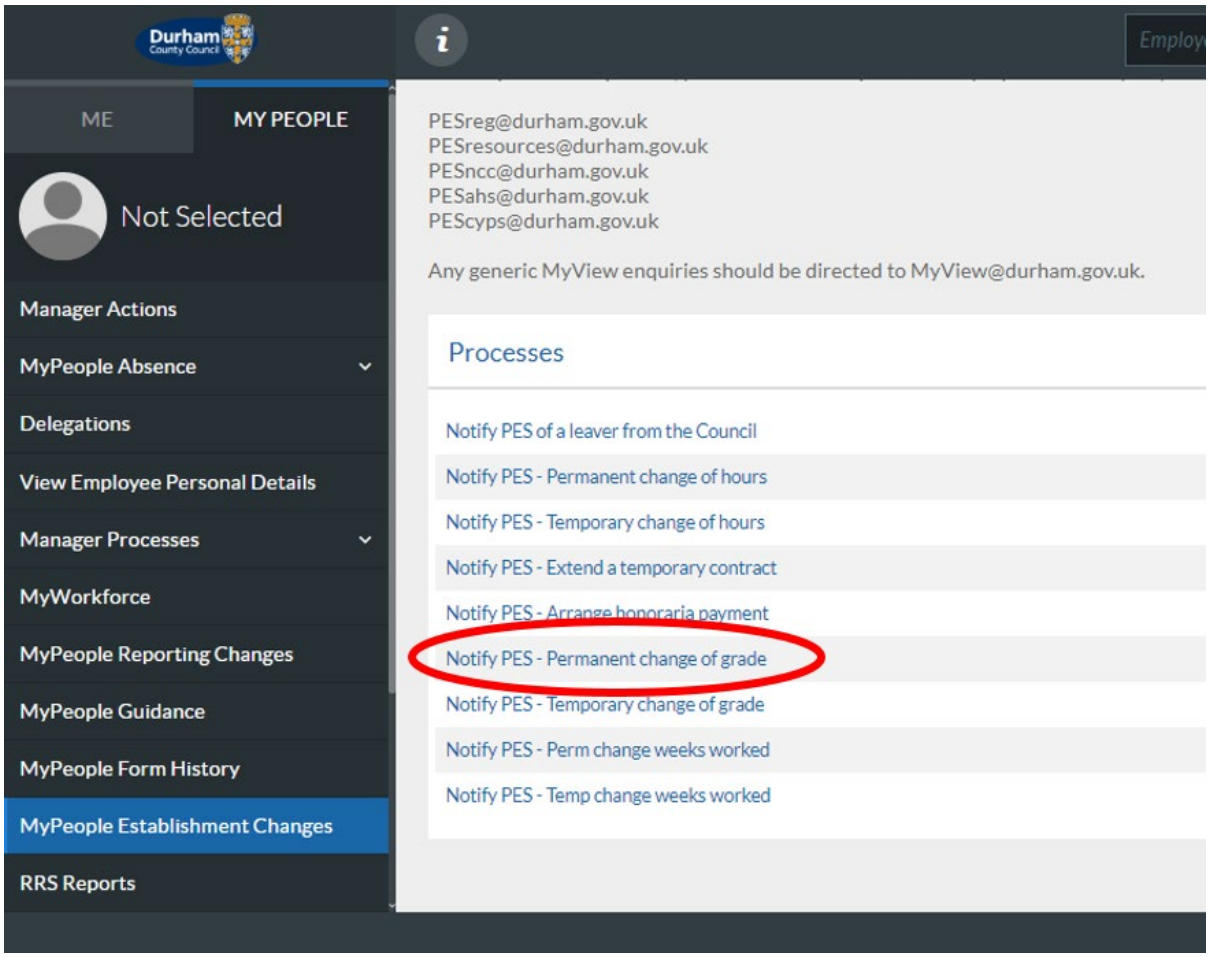
A list of processes will then be available for you to complete and submit to Payroll and Employee Services.



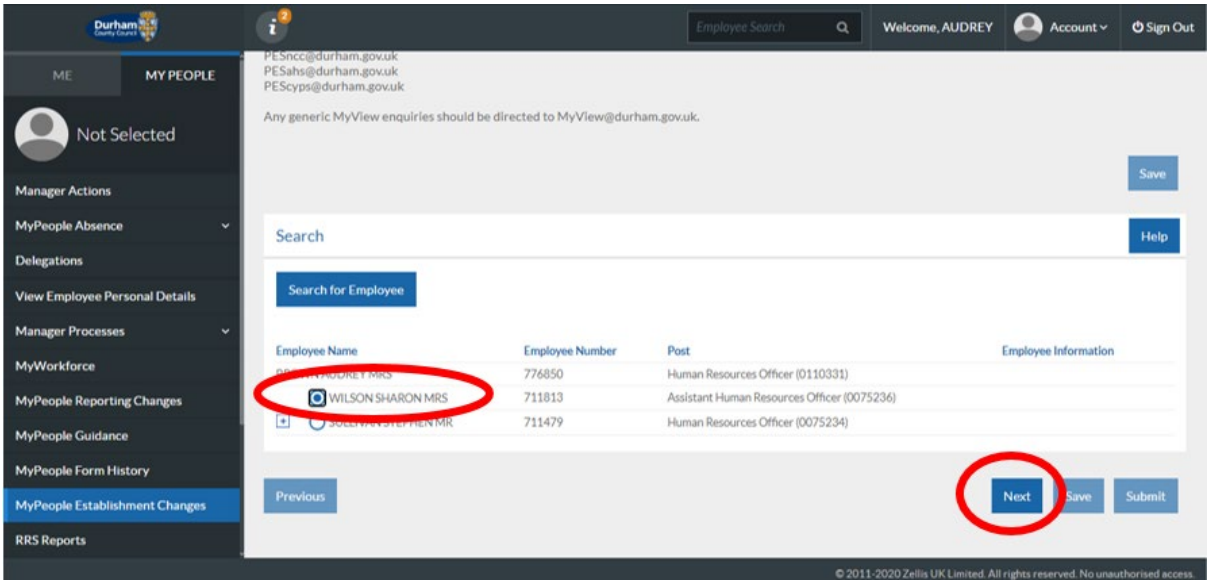
4 – Notify PES of a Permanent Change of Grade

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

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



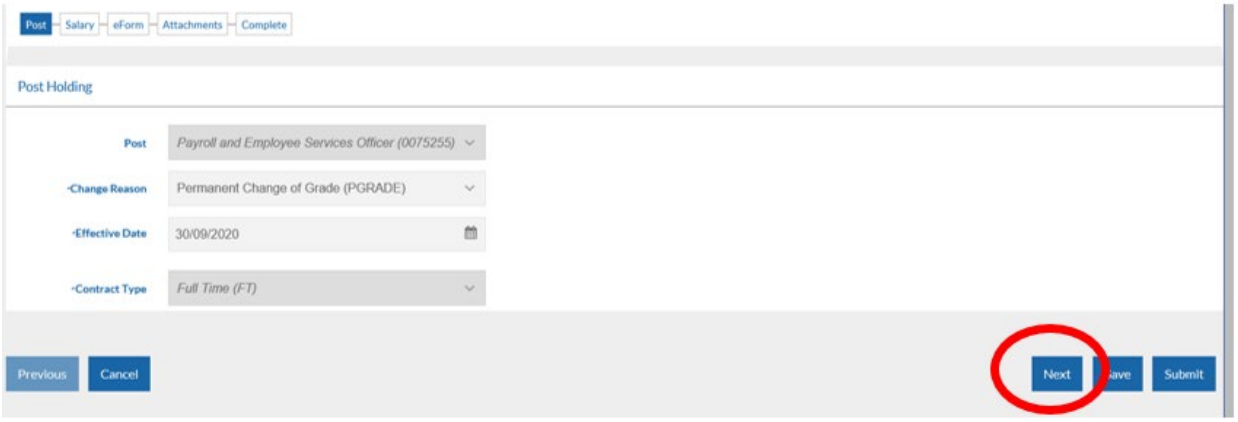
This screen will display all employees within your team. Select the employee that you are processing for a permanent change of grade and click **Next**



There are five sections to complete on the Permanent Change of Grade 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 grade will be applicable.

Populate the **reason** for the Change of Grade, and the **effective date** for the permanent change in grade**.** The employees **Contract Type** will be pre-populated based on information already recorded against the employee's personnel record.

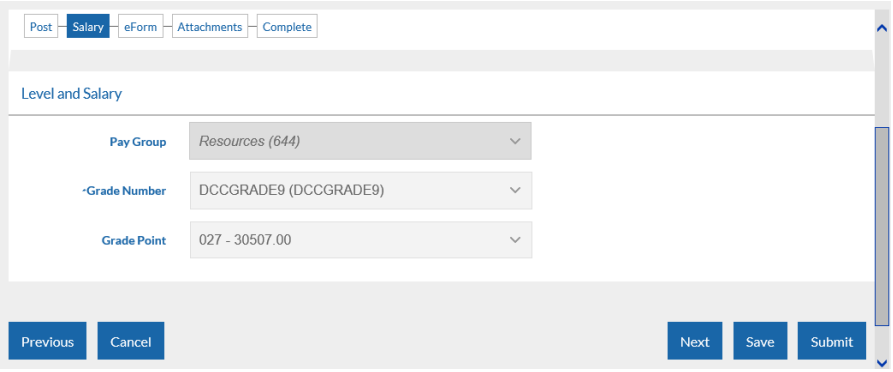


Click **Next** to progress to the next stage of the form.

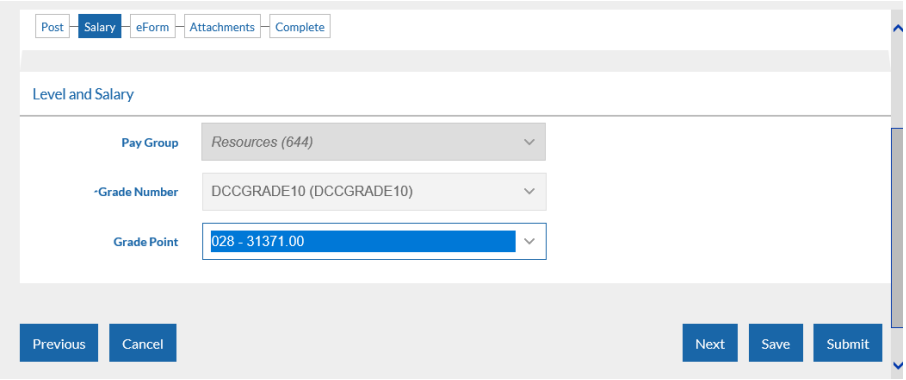
Within Section two of the Process (**Salary**), the employee's current Pay Group, Grade Number and Grade Point will display. You should overwrite the Grade Number and Grade Point using the drop-down menu's available to reflect the new Grade being requested.

Please note that this should be in line with the local collective agreement, and the employee should only be put onto the first Spinal Column Point (SCP) of the grade, unless there is an overlap in SCPs in the grade that they are moving from and to, in which case you should select the next SCP so that there is an increase.

Current Grade:

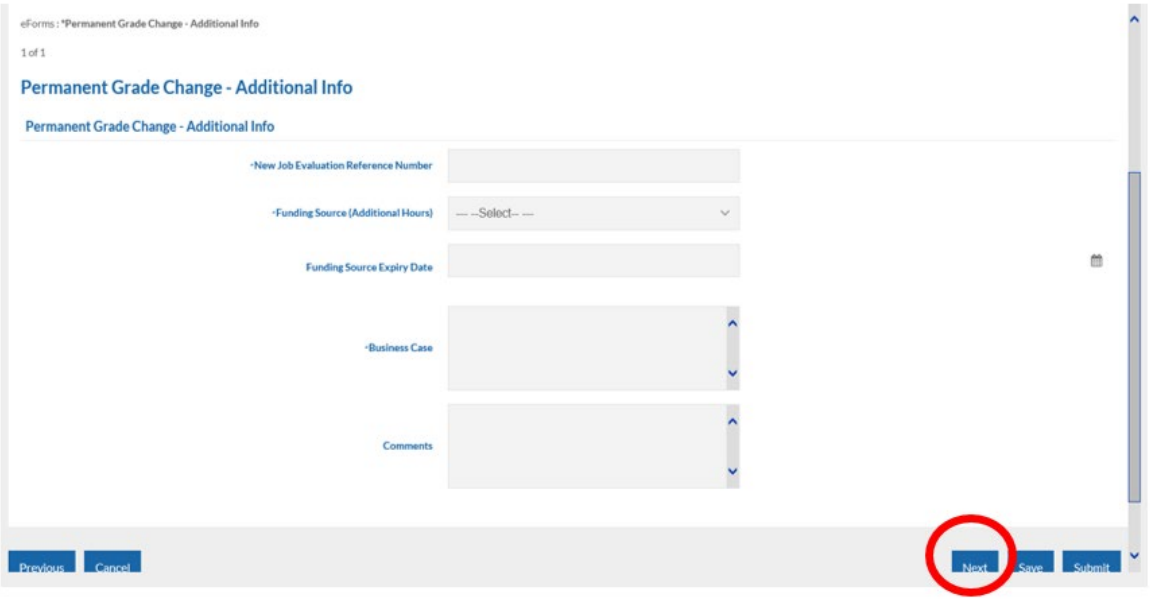


New Grade:

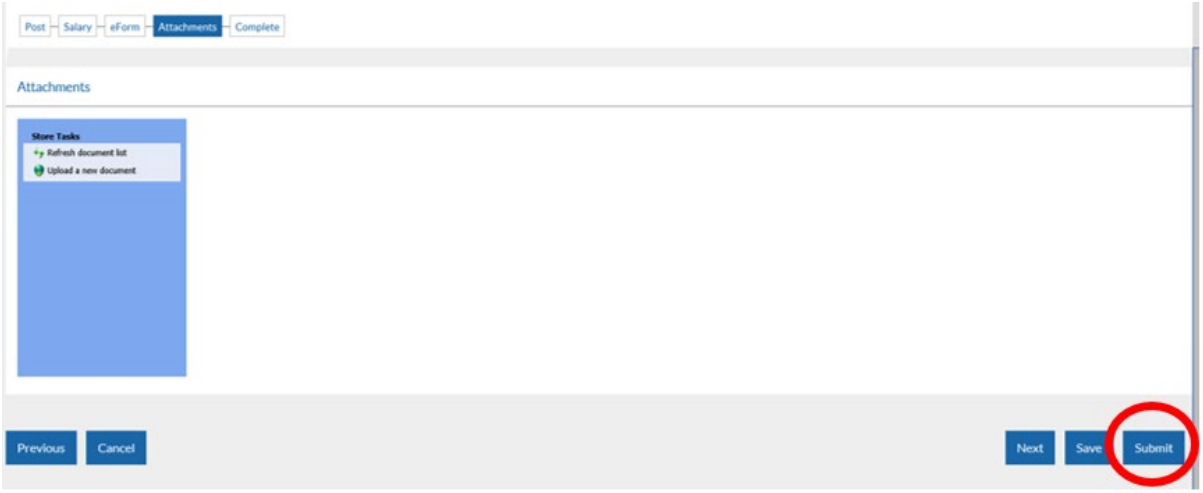


Click **Next** to progress to the next stage of the form.

At Section three of the Process (**eForm**), the Additional Information form will open. You should complete the new Job Evaluation Reference number which should have been provided to you by Payroll and Employee Services when the post was re-evaluated. You should then provide the Funding Source, Funding Source expiry date (if applicable), and the business case for the change of Grade request. Once the form has been populated in full, click **Next**

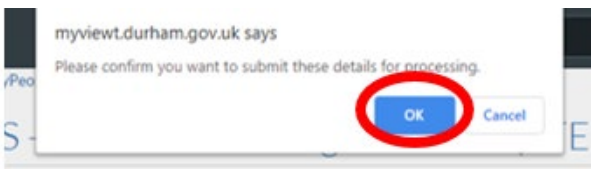


At Section four of the Process (**Attachments**), you can upload any relevant supporting documentation to support the change, for example correspondence with Finance / PES / HR Advice & Support, or any Job Evaluation documents.



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

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



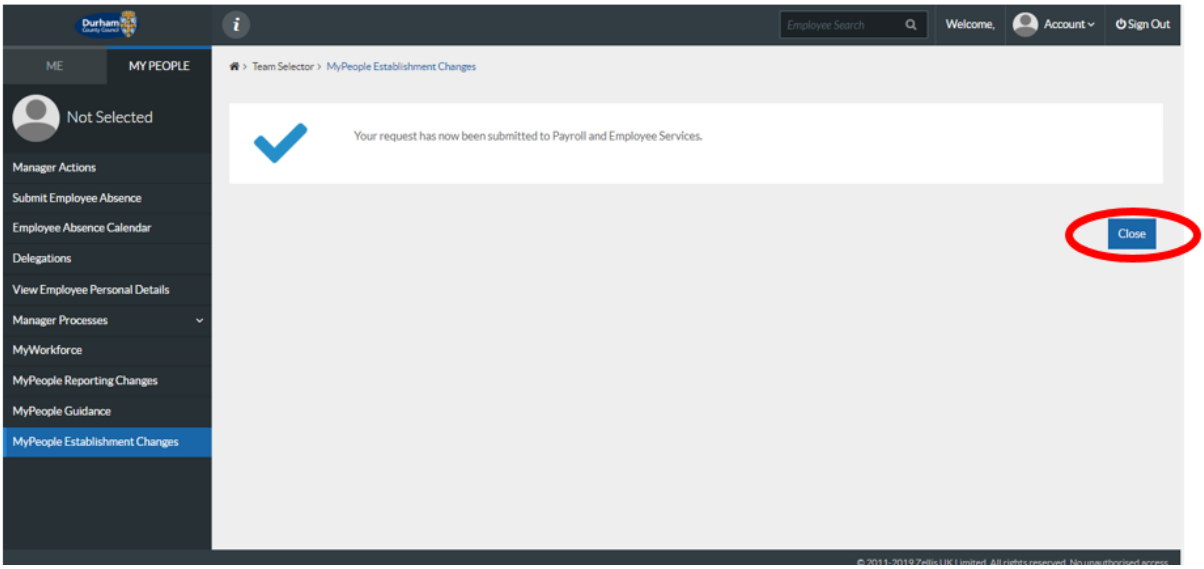
You will receive confirmation by email that your request has been submitted to Payroll and Employee Services.

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

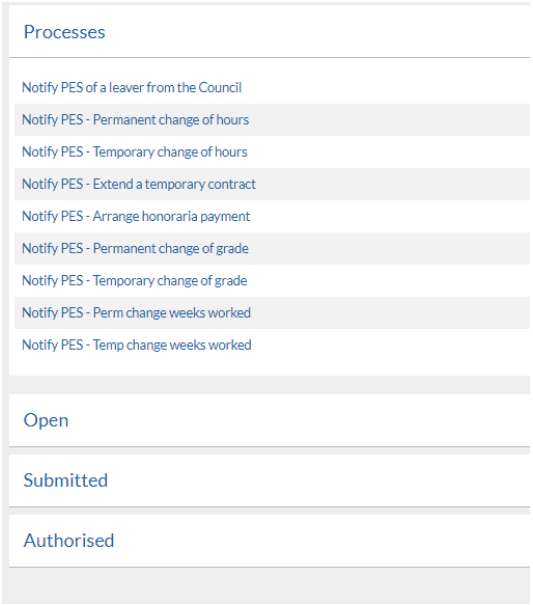
However - please note that these requests will **not be authorised** by Finance, Senior Managers or HR Advice & Support.

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.

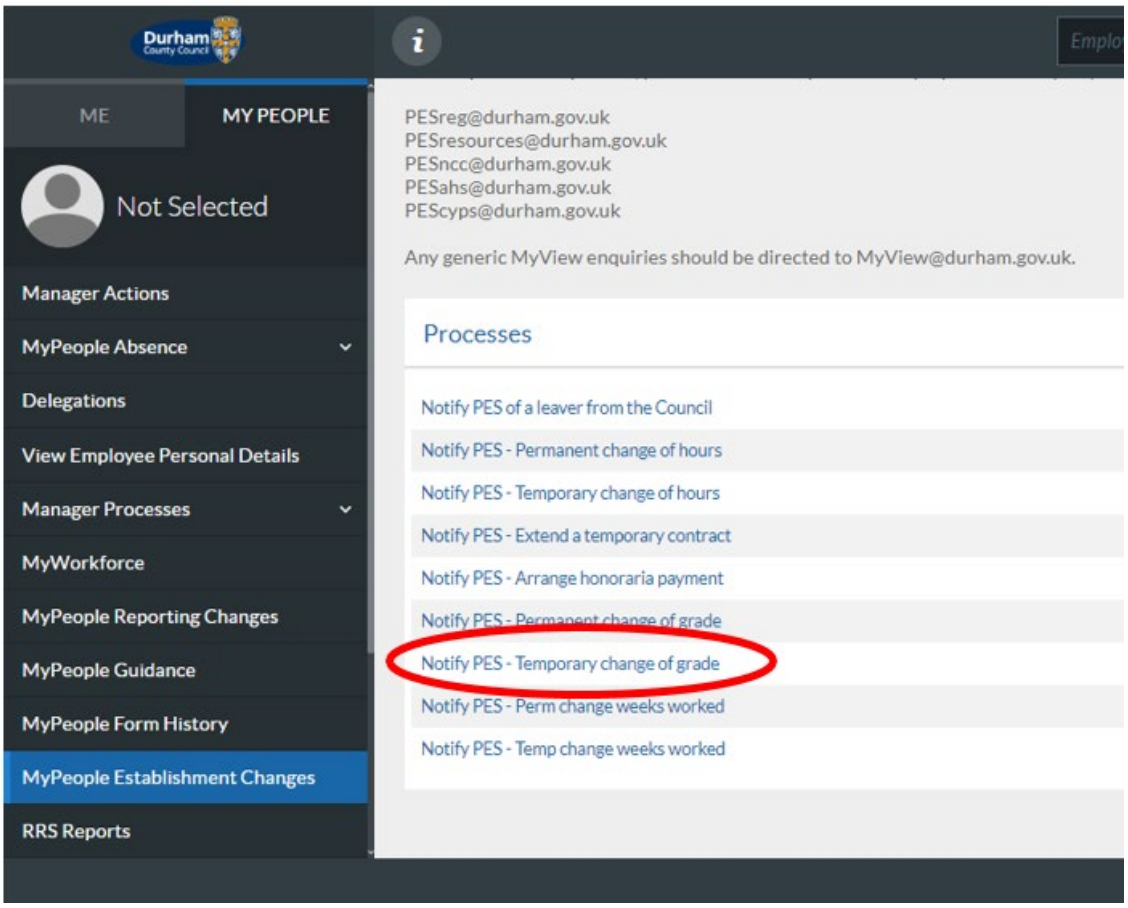


Once the Payroll and Employee Services Team have authorised your request, your Form will move to the **Authorised** menu list, you will also receive an e-mail to inform you that the request has been authorised by Payroll and Employee Services.

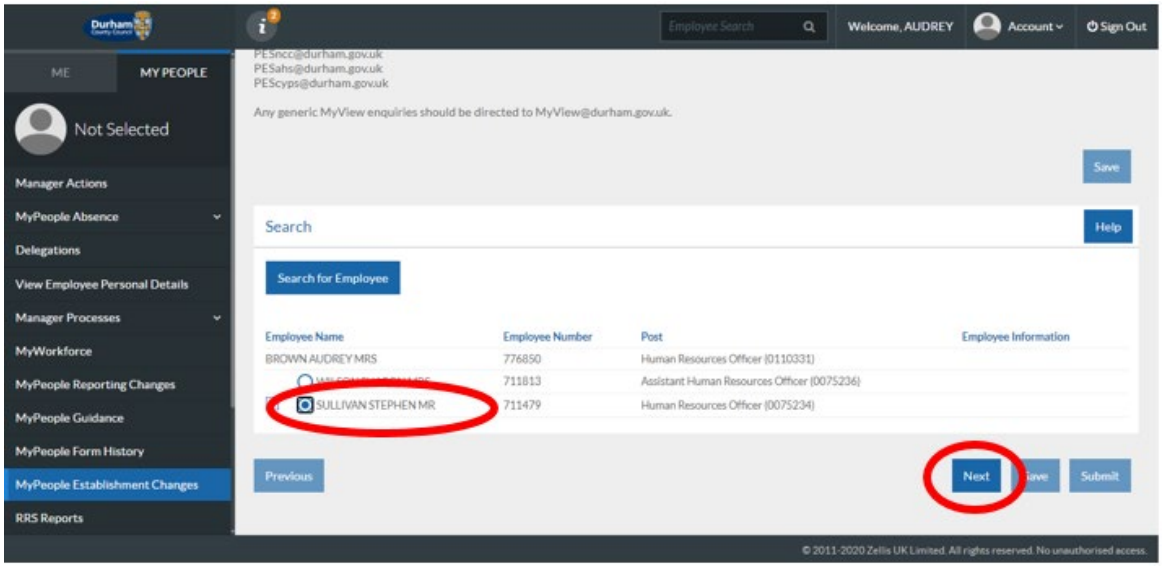
5 – Notify PES of a Temporary Change of Grade

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

From the **MyPeople Establishment Changes** page, select **Notify PES – Temporary Change of Grade** 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 grade and click **Next**



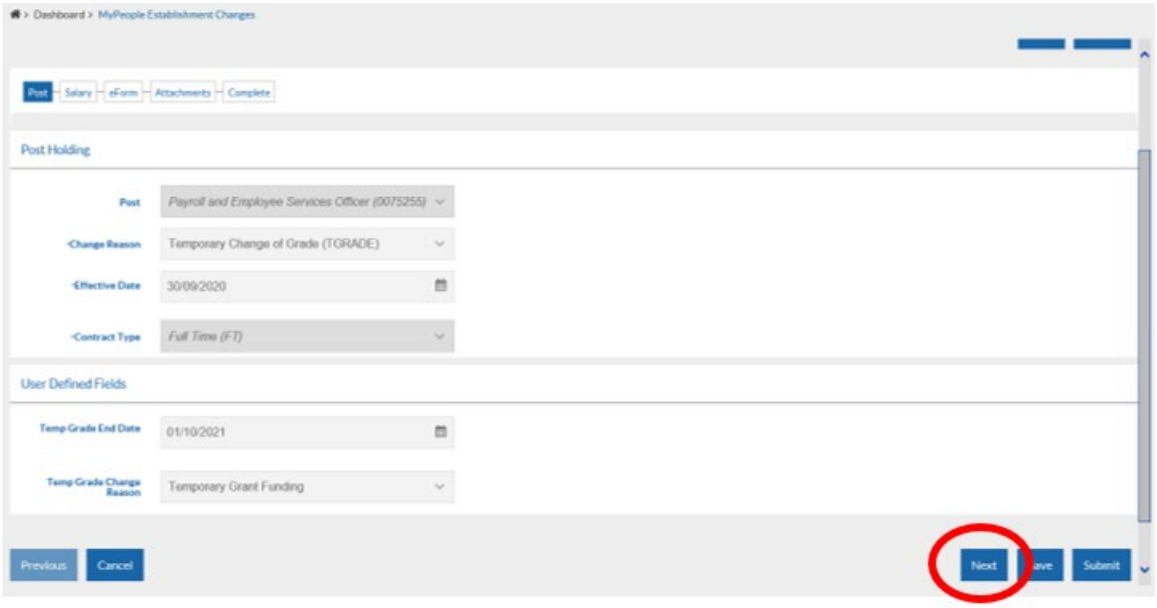
There are five sections to complete on the Temporary Change of Grade process form

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 grade will be applicable.

Populate the **reason** for the Change of Grade, and the **effective date** for the temporary change in grade**. 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 populate the end date for which the change of grade should **end**, then select the reason for the temporary change in grade. Then click **Next.**



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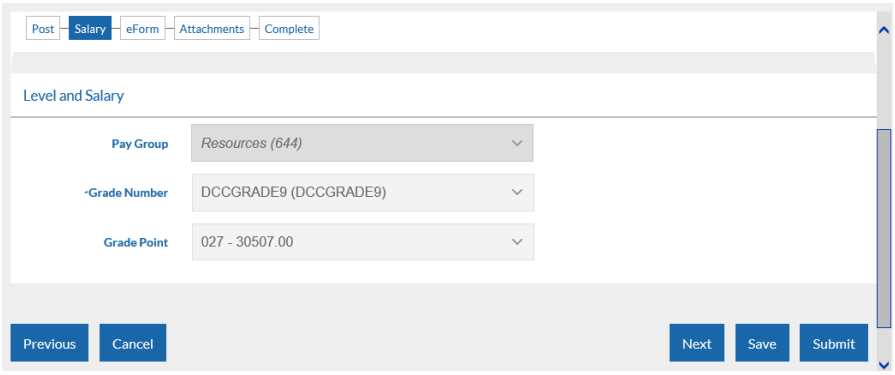

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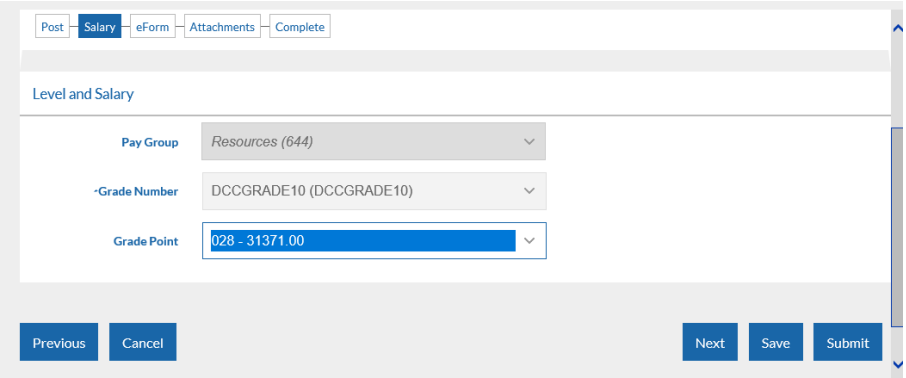

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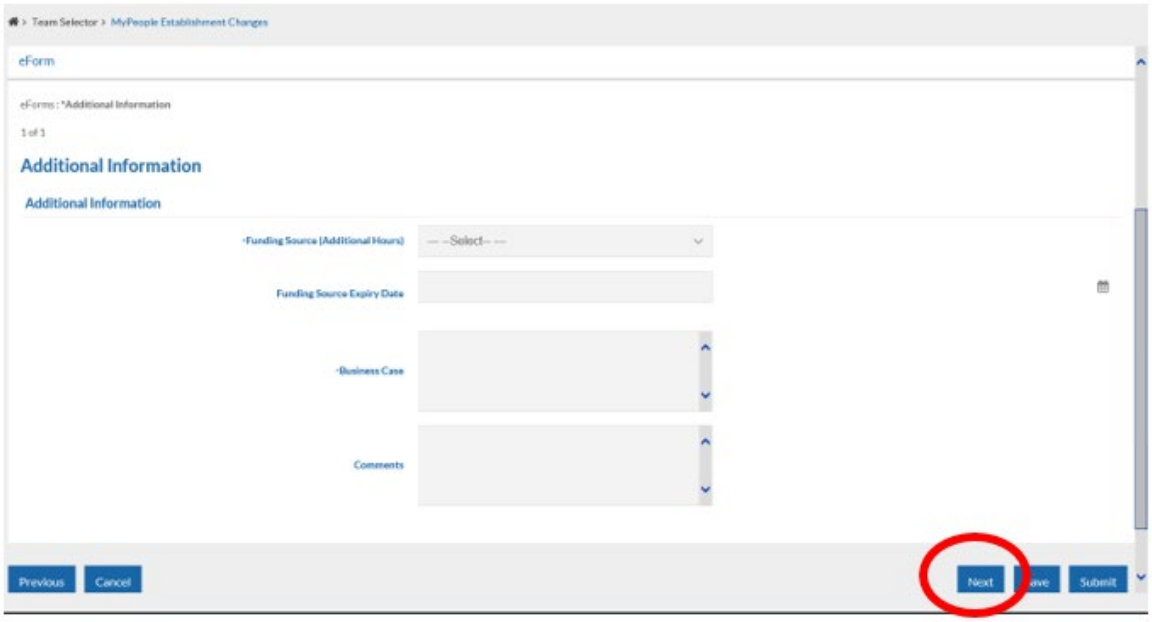

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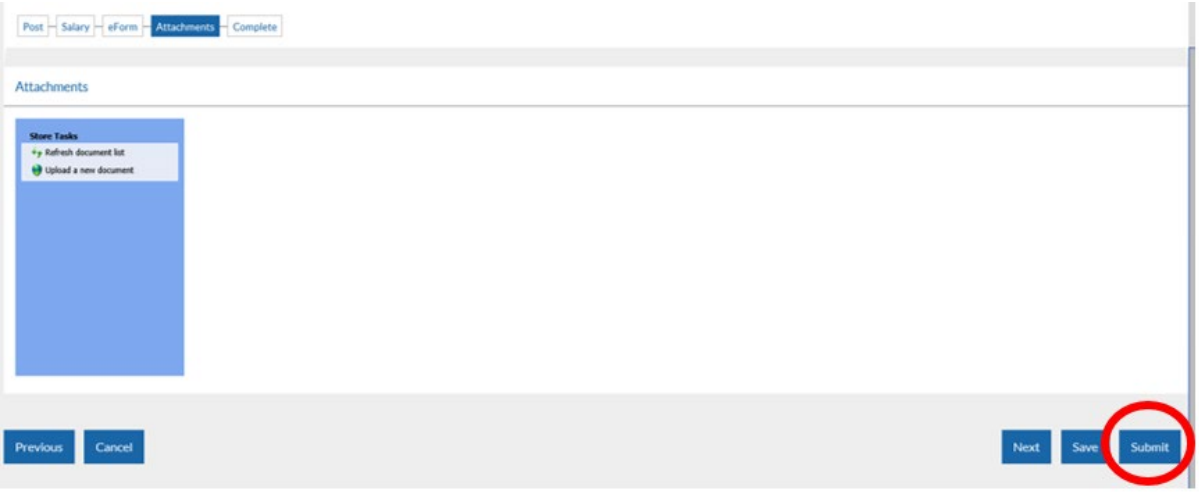
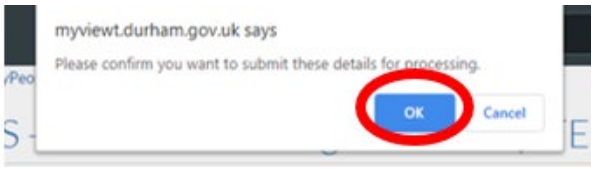


At this stage, click **Submit** to issue the Temporary Change of Grade notification to the Payroll and Employee Services team.

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



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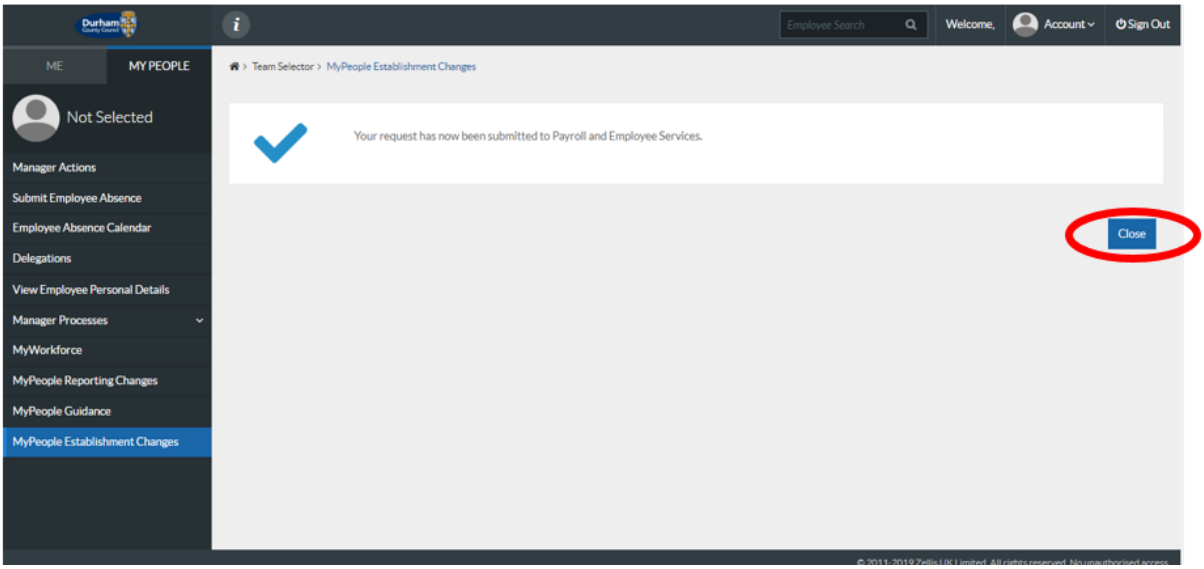

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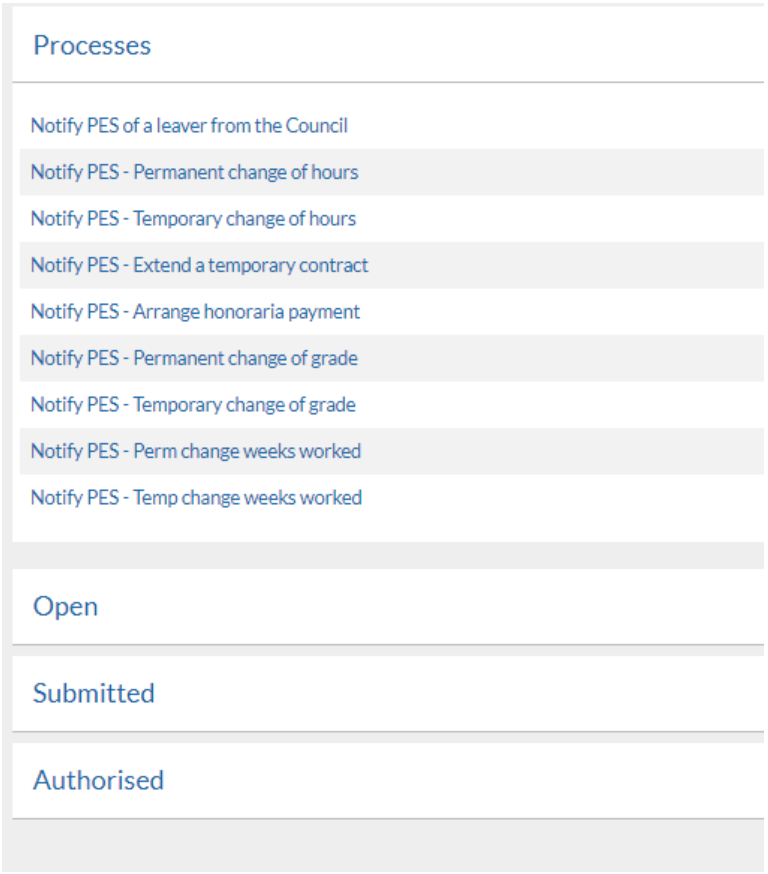

Once the Payroll and Employee Services Team have authorised your request, your Form will move to the **Authorised** menu list, you will also receive an e-mail to inform you that the request has been authorised by Payroll and Employee Service

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