



## **Payroll and Employee Services**

### **Manager Processes – Permanent and Temporary Change of Weeks Worked Guidance**

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# 1 - Introduction

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

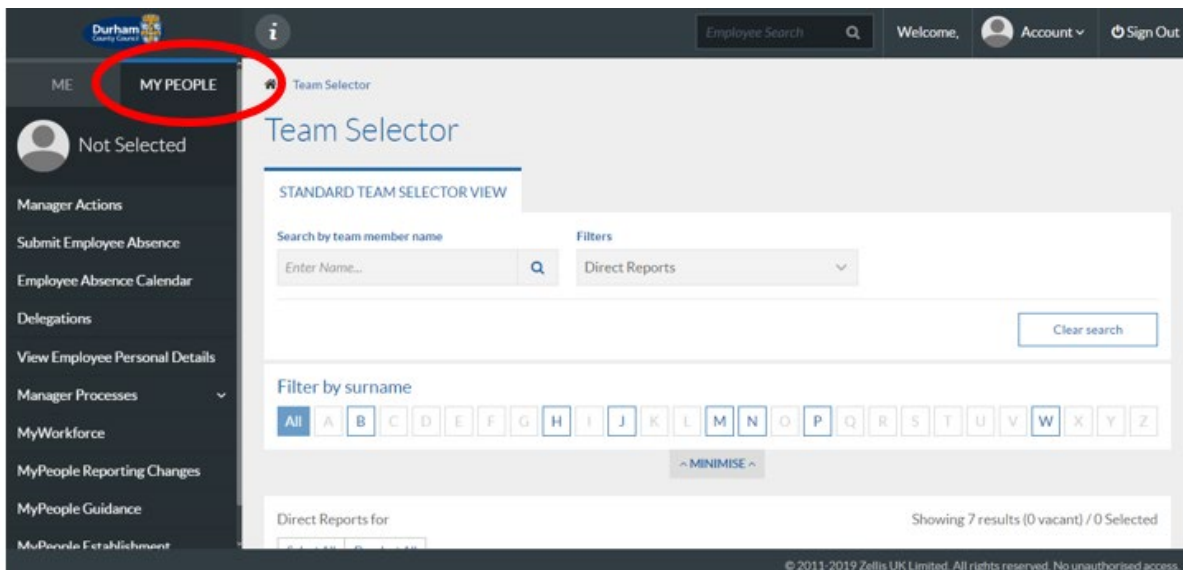
## 2 - What is the Manager Processes Module?

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

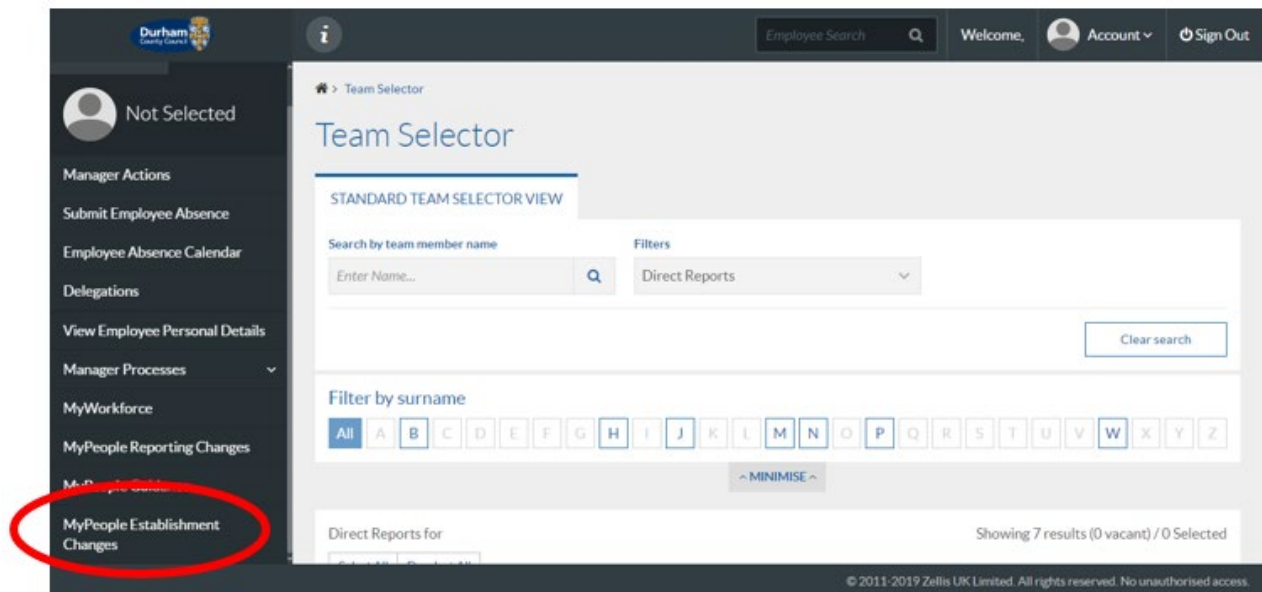
## 3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

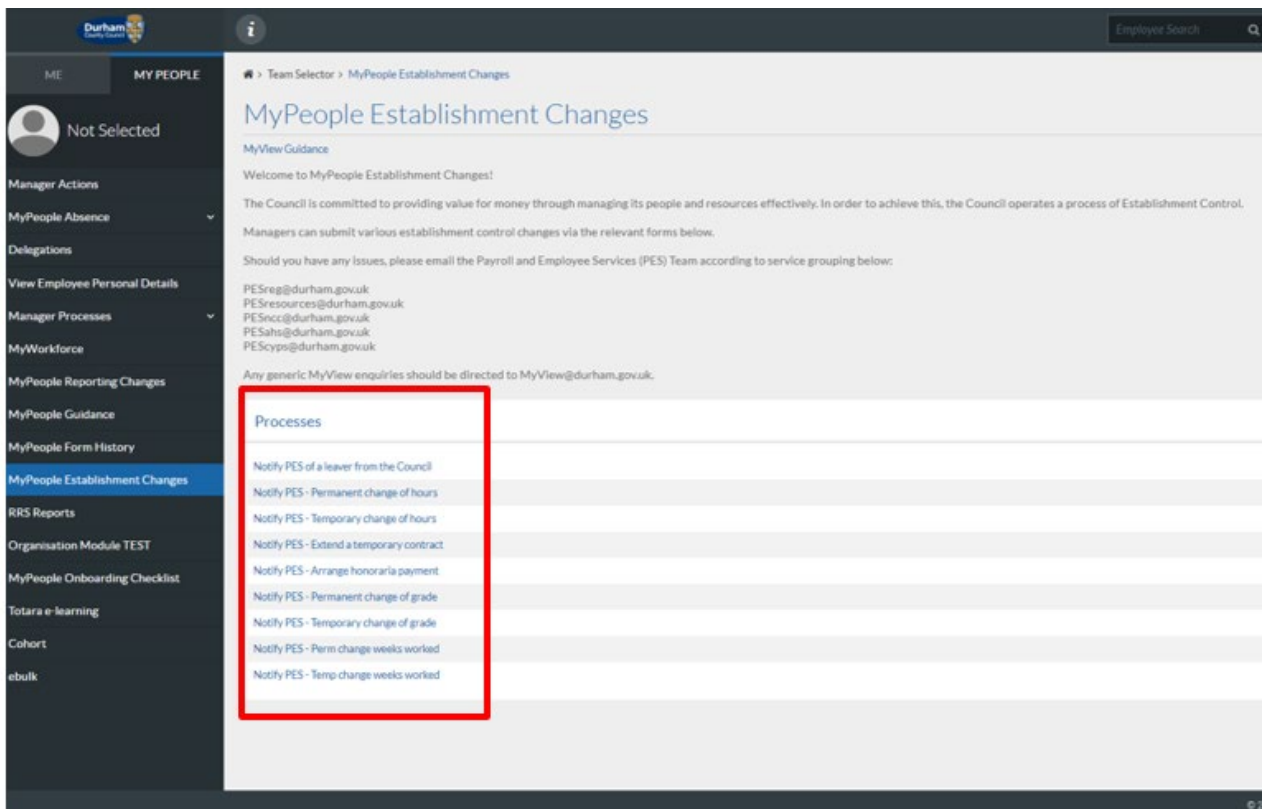
To access the forms, log in to MyView and select the **MyPeople** Menu Screen



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



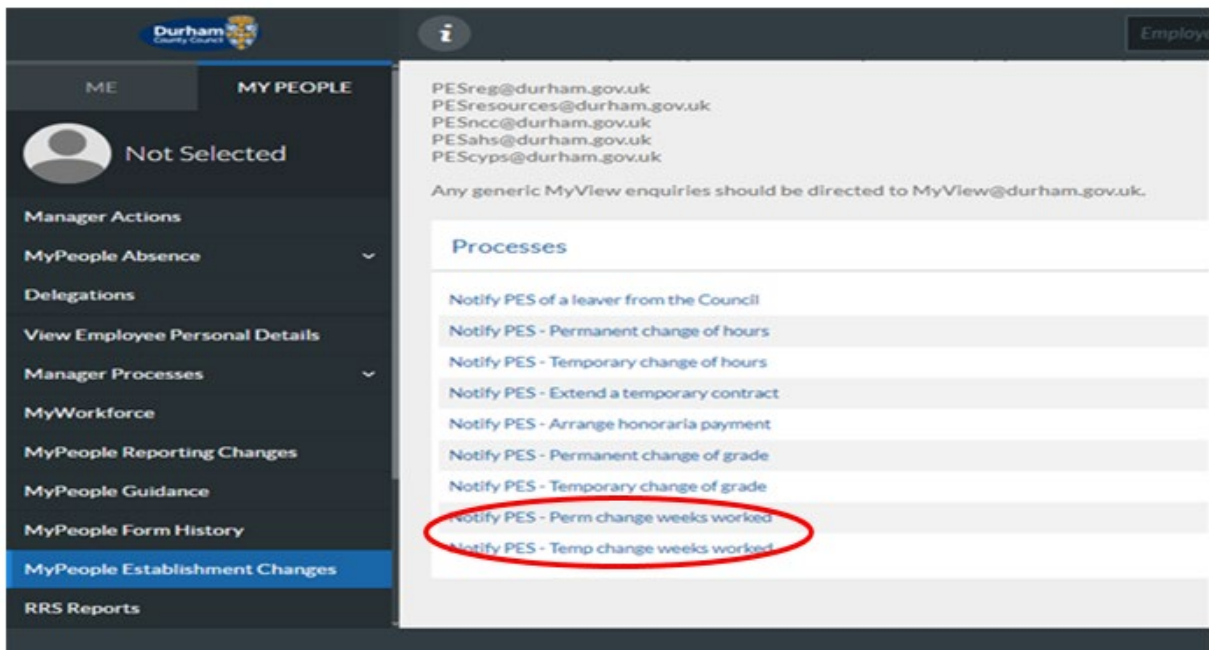
A list of processes will then be available for you to complete and submit to Payroll and Employee Services.



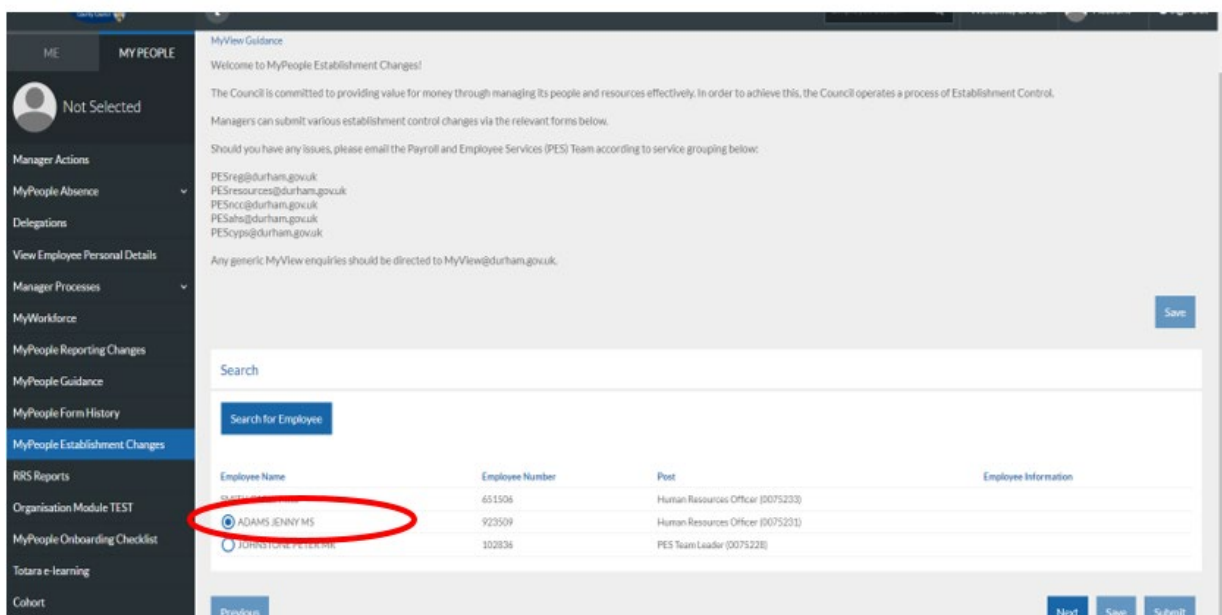
## 4 – Notifying PES of a Change of Weeks Worked

The manager will be required to notify Payroll and Employee Services of Change of Weeks Worked via MyView Dashboard.

In order to report a Change in Weeks Worked, select either **Notify PES – Perm Change Weeks Worked** or **Notify PES – Temp Change Weeks Worked** from the processes menu list



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



There are three sections to complete, 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 weeks worked will be applicable.

You will then be required to select the reason for the Change of Weeks Worked from the drop-down list, choose the effective date, and enter either the permanent or temporary revised weeks per year

The image shows two side-by-side screenshots of a web form titled 'Post Holding'. Both screenshots have a navigation bar at the top with 'Post', 'eForm', 'Attachments', and 'Complete' buttons. The left screenshot shows the following fields: 'Post' (Payroll and Employee Services Officer (0075255)), 'Change Reason' (--- Select ---), 'Effective Date' (calendar icon), 'Contract Type' (Full Time (FT)), and 'Permanent Revised Weeks Per Year' (52.1430). The right screenshot shows the same 'Post' field, 'Change Reason' field, 'Effective Date' field, 'Contract Type' field (Full Time (FT)), and 'Temporary Revised Weeks Per Year' (52.1430).

For a temporary change only - enter the **Temporary WPY end date**

The image shows a screenshot of a 'User Defined Fields' section. A red oval highlights a field labeled 'Temporary WPY End Date' which has a calendar icon on the right. Below the field are two buttons: 'Previous' and 'Cancel'.

Click next

On the next screen from the drop-down box select Yes/No if the change is due to flexible retirement (permanent changes only)

Funding Source, select and choose from the drop-down box

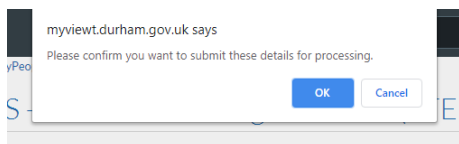
Funding Source Expiry date, enter the end date for the funding

Type in the business case for the change into the free text box, 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.

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 Change of Weeks 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.

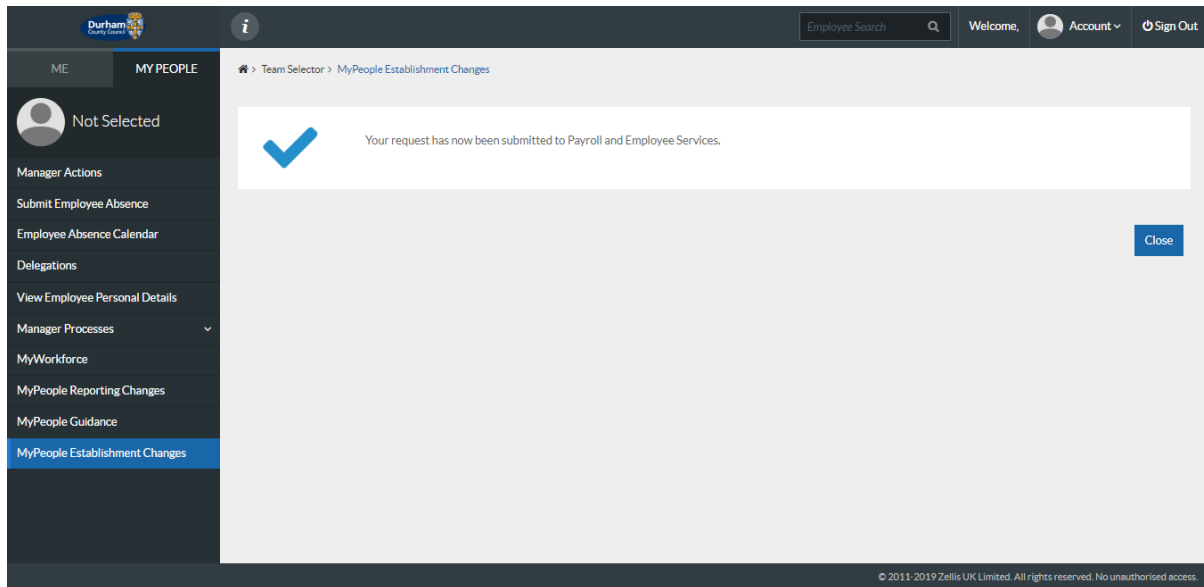
At this stage, notification of the request will also be issued to Senior Management, and HR Advice and Support and Finance teams.

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](mailto:MyView@durham.gov.uk)