



Pay, Reward & Employment Services  
MySchool Establishment Changes –  
Leavers Form

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## 1 - Introduction

This document is a guide to completing the MySchool Establishment Leavers Form in MyView.

The Leavers Form enables you to report a leaver from your school/academy via the MyView dashboard.

Please note where employees occupy multiple posts with the school/academy you should only make them a leaver from the relevant post by selecting **Leave from Post** in the termination type. There is an option to make an employee a leaver from all occupied posts (where they are leaving the school/academy and not retaining any posts), as detailed further in the guidance.

### 1.1 - What is MyView Dashboard?

MyView Dashboard is a web-based self-service system making processes more efficient and streamlined.

MyView dashboard is available 24/7 via the internet both internally and externally. MyView supports enhanced navigation, usability and appearance that can be accessed using all smart devices. MyView can be accessed via desktop browsers such as Google Chrome and Microsoft Edge as well as Safari via iOS devices.

The dashboard supports the self-service functionality of the below:

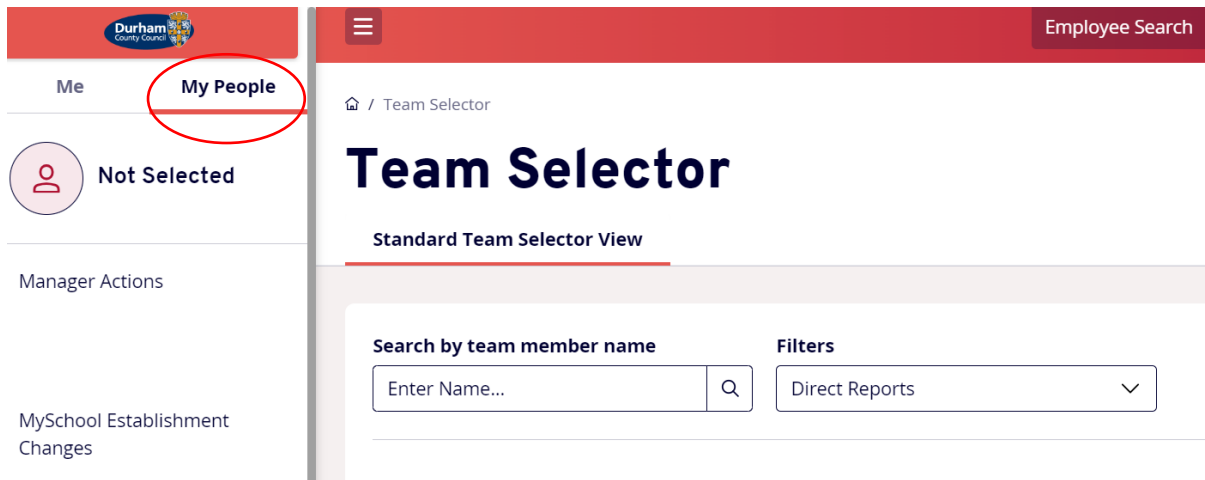
- View and update personal details including manager access to emergency contact details
- View, download and print payslips and P60 statements
- Update bank details
- Upload electronic documentation against HR record
- Ability to view authorisation progress across all MyView Dashboard forms
- Access to HR/Payroll data via Reporting Services widgets (reports)

### 1.2 – MySchool Establishment Changes

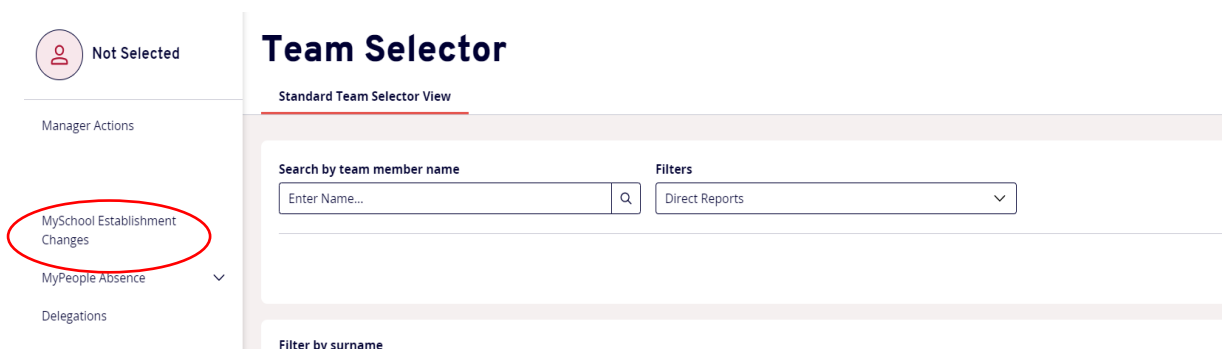
MySchool Establishment Changes within MyView Dashboard allows schools to submit changes efficiently to improve management information reporting and monitoring of establishment changes.

## 2 - Submitting a Leaver Request via MyView

Upon receipt of an employee resignation, you are required to submit a leaver request via MyView dashboard. Firstly, log in to MyView and select the **MyPeople** Menu Screen.



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



Select **Leavers**:



This screen will display all employees reporting to you in the school/academy. Select the employee and click **Next**. You can also use the **Search for Employee** function to locate the relevant employee.

There are four sections to complete to Notify Pay, Reward & Employment Services of a Leaver from the School –

- Termination Type
- eForm
- Attachments
- Complete

In the first section of the Leaver Process (**Termination Type**), please populate the employee's **Last Day of Employment** and the **Leave Reason**.

In line with the 'Green Book' for support staff and the 'Burgundy Book' for teachers, if the employee is going to work for another School and they are commencing on a Monday, then their last day of employment should be recorded as the Sunday before. This is to ensure Local Government continuous service for the employee.

If your academy does not operate within these guidelines, please confirm the date you require the employment to be terminated. Then click **Next**.

The screenshot displays a user interface for the 'Termination Type' section. At the top, there is a horizontal progress bar with four steps: 'Termination Type', 'eForm', 'Attachments', and 'Complete'. The 'Termination Type' step is currently active and highlighted with a dark border. Below this, the 'Termination Type' section is titled. It contains two main input fields: a date picker for '\* Last Day Of Employment' and a dropdown menu for '\* Leave Reason'. At the bottom of this section, there are two radio buttons: 'Leave from post' (which is selected) and 'Leave from school/academy'.

At this stage, if the selected employee has multiple posts, this screen will display details of the employee's other posts. You will be presented with the option to select **Leave from post** (where an employee is only leaving one post) and **Leave from School / Academy** (where an employee is leaving all of their active posts within the school/academy). Click **Next**.

In the second section of the Leaver Process (**eForm**), the MySchool Leaver Request form will open.

The form provides Pay, Reward & Employment Services with important additional information about the leaver and future actions regarding the post(s) the employee is leaving.

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\* Are there any outstanding holidays to be paid to the employee?

\* Number of days annual leave to be paid if applicable

Are there any outstanding holidays to be recovered from the employee?

Balance of Leave to be recovered

\* Is the employee transferring to another school or employment within DCC?

If yes, please state the school/service employee is moving to.

\* Does the leaver relate to a death in service?

\* Next of Kin Details

\* Relationship to deceased

\* Next of Kin Address

\* Next of Kin Telephone Number

\* Do you intend to recruit to this post?

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**.

**Comments**

In the third section of the Leaver Form (**Attachments**), you should upload the employee's resignation letter. To upload the resignation, the document will need to be saved on your device as a PDF or Word Document. To upload the employee resignation letter, select **Upload a new document**.

Locate the resignation letter on your device by selecting **Choose File** and categorise the Resignation Letter accordingly as **Leaver Documentation**. Please note if you attached a document and subsequently wish to have this removed, please contact the MyView helpdesk on 03000 269 919.

Click **Next**. This will take you to the final section of the form (**Complete**) of the Leaver Form.

Click **Submit** to issue the leaver notification to Pay, Reward & Employment Services. A pop up will appear for you to confirm the submission of the form. Click OK.

You will receive confirmation by email that your Leaver request has been submitted to Pay, Reward & Employment Services.

Click **Close** to return to the **MySchool Establishment Changes** menu.

Your Leaver Request Form will be available to review in the **Submitted** menu list.

### 3 - Form History

Once a form has been submitted you are able to monitor the progress of the authorisation chain via **MyPeople Form History** situated on the left-hand menu. Form History will display all forms previously submitted, filters will need to be selected initially to view certain forms or applying all filters to view all forms:

## Form History

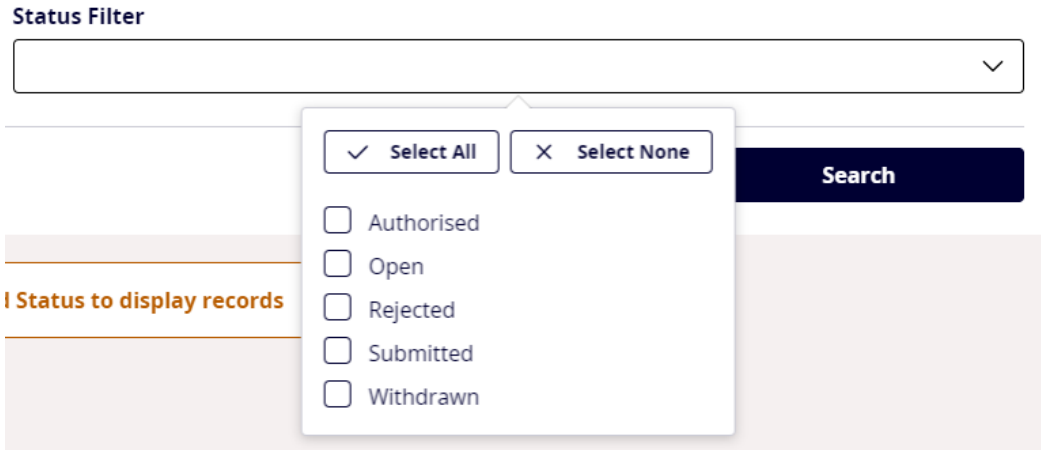
The screenshot shows the 'Form History' search interface. It features a 'Keyword Search' field with the placeholder 'Enter keywords to search'. To its right are 'Date From' and 'Date To' fields, both with a 'dd/mm/yyyy' format and a calendar icon. Below these are 'Event Filter' and 'Status Filter' dropdown menus. At the bottom right, there are 'Clear search' and 'Search' buttons. A message box at the bottom of the interface states: 'Please select Event and Status to display records'.

Select **Event Filter** to apply a filter to all form titles or only selected choice:

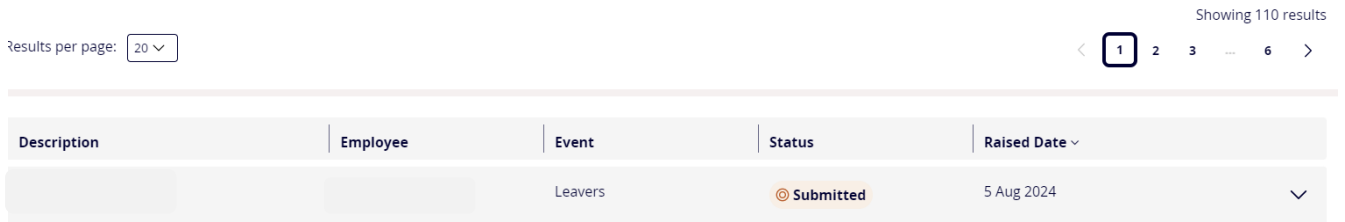
The screenshot shows the 'Event Filter' dropdown menu. The menu is open, displaying a list of categories with checkboxes: Absence, Appraisals, Contact Details, Doctor Details, Employee Changes, Employee Photo, Equal Opportunities, Expense Claims, and Leavers. At the top of the menu, there are 'Select All' and 'Select None' buttons. A message box in the background says: 'Please select Event and'.

Select **Status Filter** to apply a filter to all forms or only selected choice:

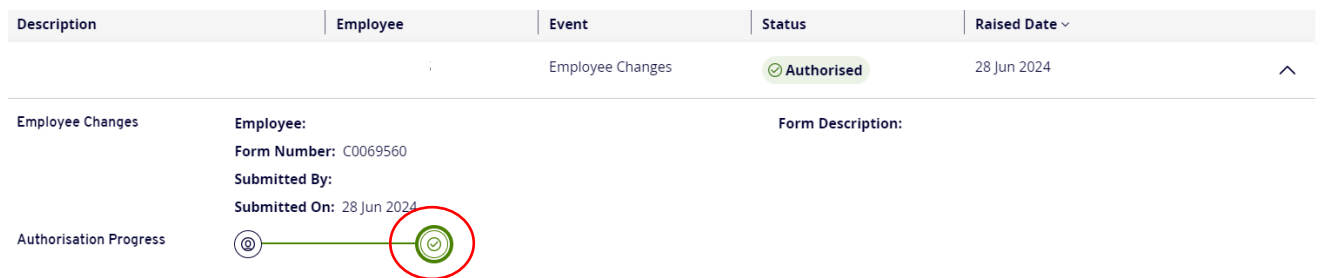




Once filters have been selected, please select the **Search** button, depending on the filter applied all forms will appear displaying the relevant status (Authorised / Submitted / Rejected / Withdrawn):




Once authorised by Pay, Reward & Employment Services, the status will change to **authorised**. If you wish to know the exact date and time of the authorisation, please expand the line by selecting the down facing arrow to the right. By selecting the green tick a box will appear to display the date and time of authorisation:





### Authorised By



#### Authoriser

 PES Support Officer

**Authorised Date:** 1 Jul 2024  
**Authorised Time:** 11:01:01

Close

If you wish to cancel a request submitted, a form can be withdrawn from submission whilst the status remains at **Submitted**:

Description	Employee	Event	Status	Raised Date
<a href="#">SMITH SALLY MISS</a>	SALLY SMITH	Leavers	Submitted	26 Sep 2024

<b>Leavers</b>	<b>Employee:</b> SALLY SMITH <b>Form Number:</b> C0069913 <b>Submitted By:</b> KAREN HALL <b>Submitted On:</b> 27 Sep 2024	<b>Form Description:</b> SMITH SALLY MISS <b>Reason:</b> Voluntary Resignation <b>Effective Date:</b> 30/09/2024
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Authorisation Progress

Please select the form description and select **Withdraw**:

Termination Type | **eForm** | Attachments | Complete

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**Termination Type** Help

**Last Day Of Employment** 30/09/2024

**Leave Reason** Voluntary Resignation

Leave from post  Leave from school/academy

Previous **Cancel** Next **Withdraw**

Click into the form now displaying as a status **Withdrawn**:

**Withdrawn**

Date	Process	Description
<a href="#">26/09/2024</a>	<a href="#">Leavers</a>	<a href="#">SMITH SALLY MISS</a>

Select **Re-Open** to edit part of the form you wish to alter, and re-submit:

Termination Type | **eForm** | Attachments | Complete

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**Termination Type** Help

**Last Day Of Employment** 30/09/2024

**Leave Reason** Voluntary Resignation

Leave from post  Leave from school/academy

Previous **Cancel** Next **Re-open**

Please note, if any changes need to be made once the form has been authorised by Pay, Reward and Employment Services you will need to contact the School Payroll Team to make any required adjustments on 03000 264 321 (please choose option 1).

#### 4 - Help and Guidance

If you require any further support, please feel free to contact the below teams:

##### MyView

Helpdesk: 03000 269919

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

##### Schools Team

Helpdesk: 03000 264 321 (please choose option 1)

[PESSchools@durham.gov.uk](mailto:PESSchools@durham.gov.uk)