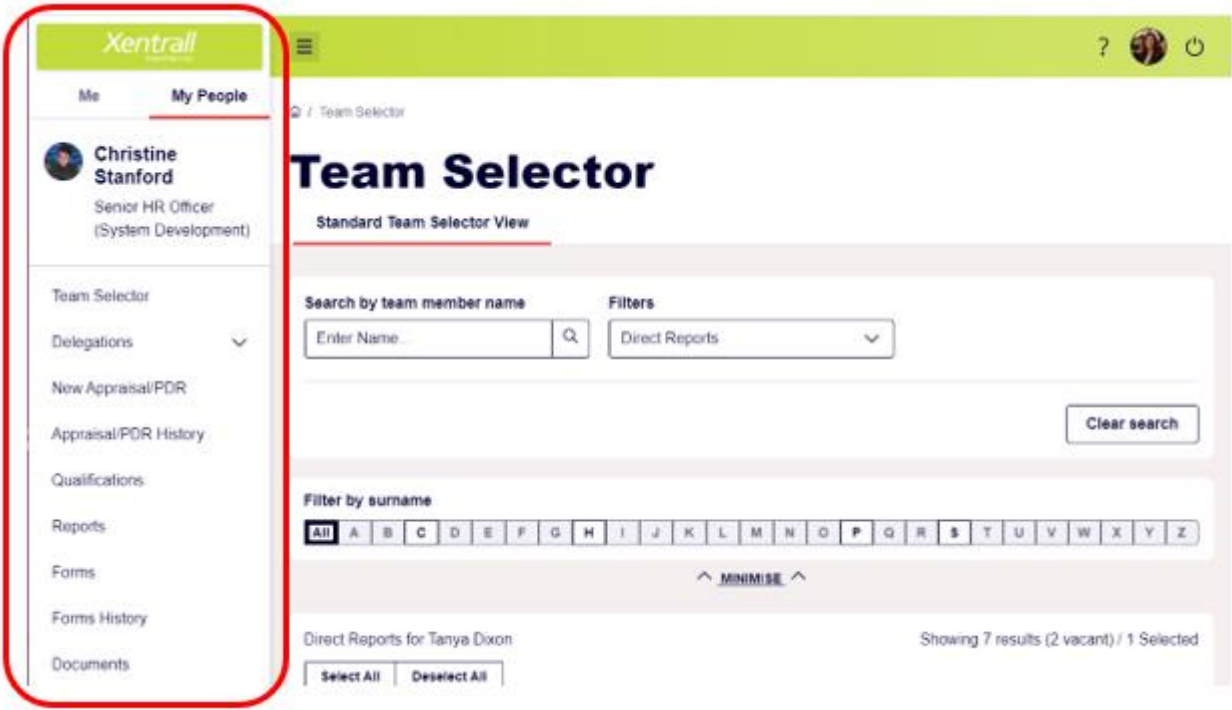
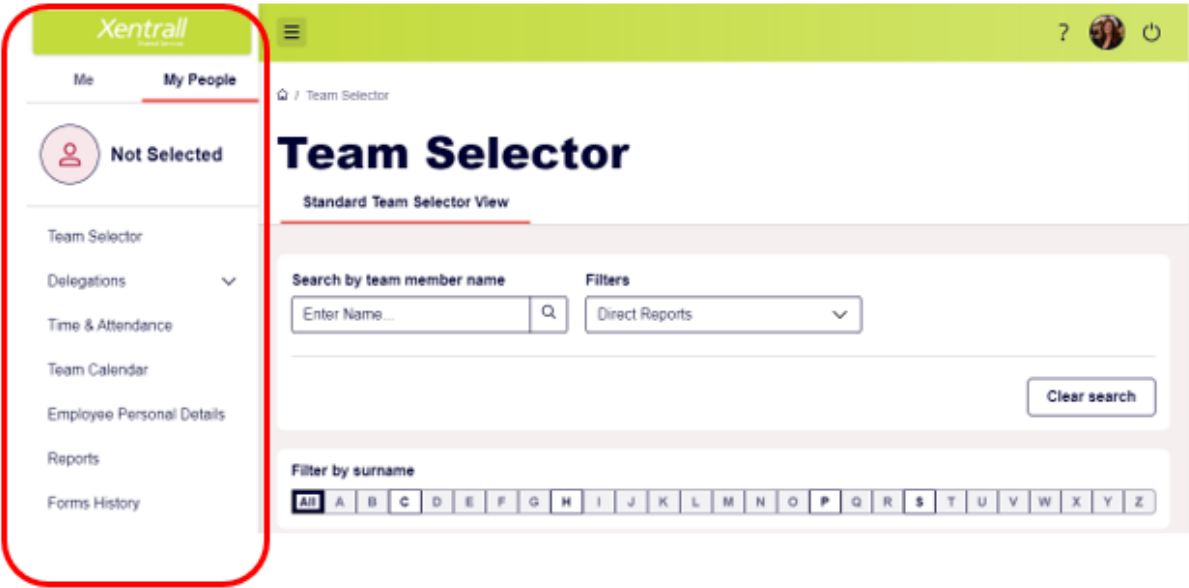


**Navigating MyPeople**

The MyPeople tab will change depending on whether or not you have selected an employee(s).

If an employee is not selected, the MyPeople tab contains links to available categories and actions that are relevant to team management activities e.g., submit employee absence in the **Time and Attendance** screen.



If an employee is selected the MyPeople tab shows details of the selected employee

By default, the page will show your Direct Reports, however you can search for employees in a number of ways.

- Display your whole team instead of direct reports by selecting “whole team” from the drop-down list.
- You can then filter the selection further by employees reporting to a specific post if you have more than one direct report by selecting from the “show reports”

Search by team member name

Enter Name...

Q

Filters

Direct Reports

Clear search

Filter by surname

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

MINIMISE

Direct Reports for Mandy Hill

Showing 9 results (1 vacant) / 0 Selected

Select AllDeselect All

Mike Baxter

HR Team Leader (Payroll Services) (POS002867)

0224647

Michael.Baxter@xentrall.org.uk

01642 526955

Select

+

Show Reports >

This will give you a further list of employees that you can select and view details or you can go back to direct reports

Direct Reports for Mike Baxter

Showing 12 results (5 vacant) / 0 Selected

< Back to Peers

Select All

Deselect All

Tracy Bartholomew

Senior HR Officer (Payroll Services) (POS002878)

0209616

Tracy.Bartholomew@xentrall.org.uk

(01642) 526971

Select

+

Sharon Crilly

HR Officer (POS002874)

0272643

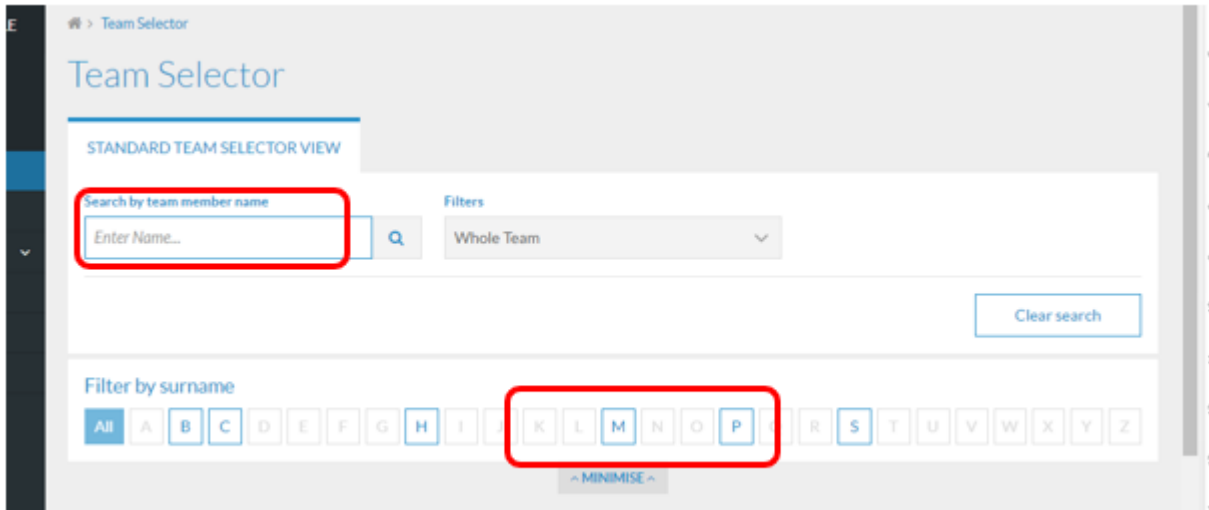
sharon.crilly@xentrall.org.uk

01642 526689

Select

+

You can also search the alphabet list by Surname or type in the employee name this will work by forename or surname. To do this you must change the filter to “whole team”

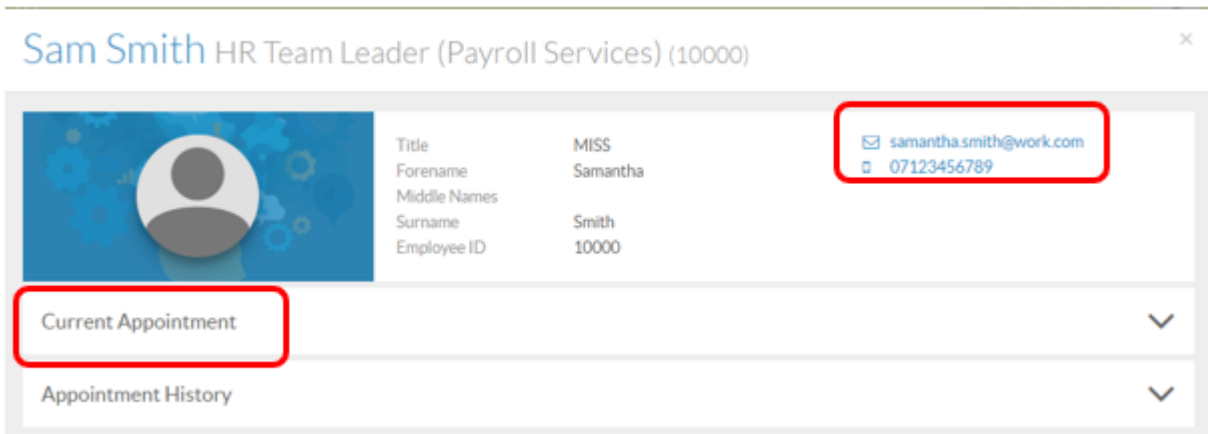


**View Employee Appointment Details**

On the team view page select the employee



The screen show below will appear




The top right hand corner will show contact details.

Select current appointment – this will show post held and start date against that post, including hours worked, weeks worked and salary

Sam Smith

HR Team Leader (Payroll Services) (10000)



Title

MISS

Forename

Samantha


Middle Names


Surname

Smith

Employee ID

10000

 samantha.smith@work.com

 07123456789

Current Appointment

Title

MISS

Other Forenames

Employee Number

10000

Mobile Phone Number

07123456789

Known As

Sam

Original Start Date

01/03/2019

Pay Group

Stockton (Non Schools)

Post Start Date

01/03/2019

Current Weeks Per Year

52.1430

Current Position Status

Fixed Term - Full Time

Current Location

Bayheath House

Current Job

SBC GENERAL 37

Forenames

Samantha

Surname

Smith

E-mail Address

samantha.smith@work.com

Work Phone Number

Home Phone Number

01642 123456

Current Start Date

01/03/2019

Current Post

HR Team Leader (Payroll Services)

Current Contractual Hours

37.00

Current Occupancy Type

Current Service Condition

SBCNONTCH

Current Pay Grade

NJC Grade M (Pts 39-42)

Appointment History

If you select Appointment History the first record will show the current post of the employee, the second line shows is the legacy post from PSE for data migration purposes. The employee continuous service date is also show on this line

Current Appointment

Appointment History

Post	Main Post	Description	Start Date	End Date	
POS002889	Y	Senior Project Officer	1 Feb 2019		<div></div>
POS006703	Y	PSE LEGACY	19 Apr 1982	31 Jan 2019	<div></div>

If you select the drop-down arrow on the current line, you will find more information about the post holding.

Sam Smith

HR Team Leader (Payroll Services) (10000)

Title

MISS

Forename

Samantha

Middle Names

Surname

Smith

Employee ID

10000

samantha.smith@work.com

07123456789

Current Appointment

Appointment History

Post	Main Post	Description	Start Date	End Date
POS002867	Y	HR Team Leader (Payroll Services)	1 Mar 2019	
Job		JOB0000186 SBC GENERAL 37	Start Date	01/03/2019
End Date			Service In Post	1 month 2 days
Main Post Flag	Y		Contract Number	
Location		LOC0000333 Bayheath House	Organisation Structure	HRDFLT HRDFLT
Service Conditions		SBCNONTCH SBCNONTCH	Projected End Date	
Suspended Flag			Work Pattern	DEFAULT Default Work Pattern
Contract Hours		37.00	Weeks Per Year	52.1430
Contract Hours		37.00	FTE	1.000000
Cost Centre Detail		Source: Post Definition	Post Grade	SBNJCGR M NJC Grade M (Pts 39-42)
Pay Grade		SBNJCGR M NJC Grade M (Pts 39-42)	Employee Grade	
Start Reason		NEWSTR New Company Starter	End Reason	
Occupancy Type			Position Status	FTFT Fixed Term - Full Time

If you expand the information button, you will get further information in this example the

Cost Centres

Cost Code	Description	Employees %	Employers %
900520	HR Business Services	100	100

cost code details.

For current salary of the employee select the pay grade information button

Pay Grade History

Start Date	End Date	ID	Description
1 Mar 2019		SBNJCGR M	NJC Grade M (Pts 39-42)
Current Point	41	Point Value	37107.00
Point Rate	19.2335	Override Date	
Override Reason			

Title

Forename

Middle Names

Surname

Employee ID

MISS

Samantha

Smith

10000

samantha.smith@work.com

07123456789

Current Appointment

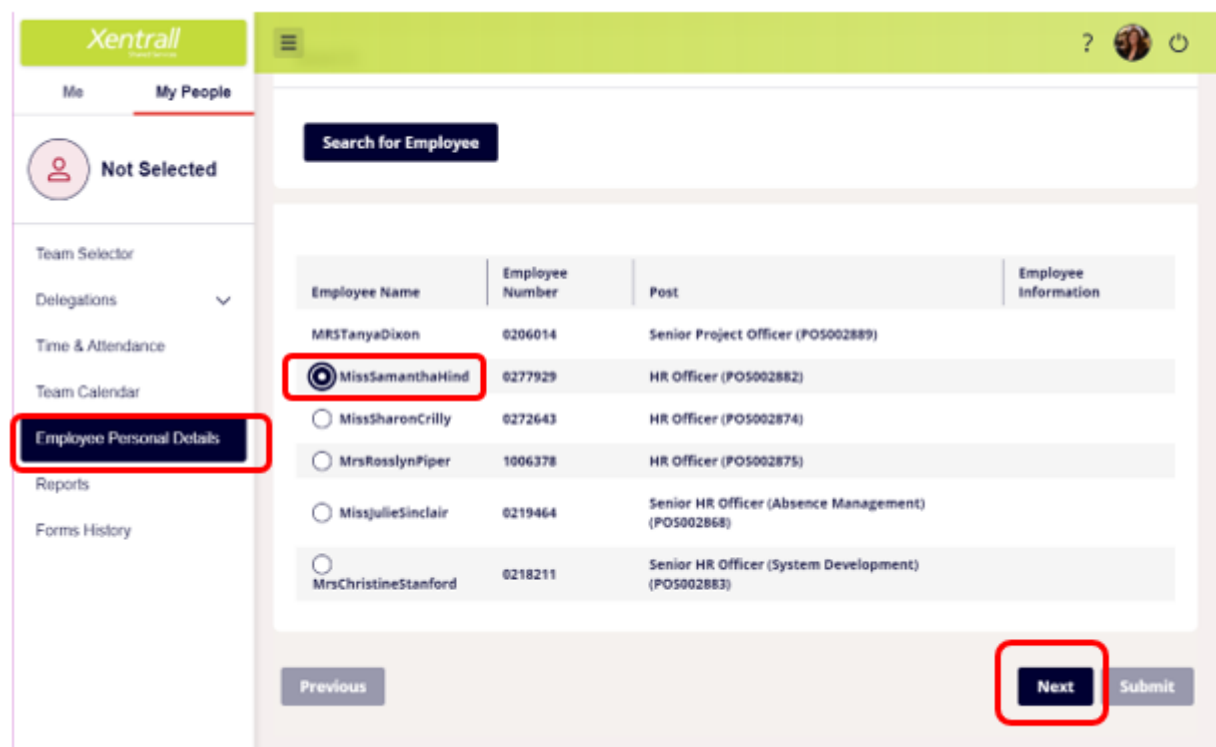
Appointment History

Post	Main Post	Description	Start Date	End Date
POS002867	Y	HR Team Leader (Payroll Services)	1 Mar 2019	
Job		JOB0000186 SBC GENERAL 37	Start Date	01/03/2019
End Date			Service In Post	1 month 2 days
Main Post Flag	Y		Contract Number	
Location		LOC0000333 Bayheath House	Organisation Structure	HRDFLT HRDFLT
Service Conditions		SBCNONATCH SBCNONATCH	Projected End Date	
Suspended Flag			Work Pattern	DEFAULT Default Work Pattern
Contract Hours	37.00		Weeks Per Year	52.1430
Weekly Hours	37.00		FTE	1.000000
Cost Centre Detail		Source: Post Definition	Post Grade	SBNJCGR M NJC Grade M (Pts 39-42)
Pay Grade		SBNJCGR M NJC Grade M (Pts 39-42)	Employee Grade	
Start Reason		NEWSTR New Company Starter	End Reason	
Occupancy Type			Position Status	FTFT Fixed Term - Full Time

Salary is shown as point value

**View Employee Contact Details**

Managers are able to view personal details/emergency contact/next of kin details and home address contact details of the employees they manage. To do this on the left-hand navigation panel select contact details. From the list of employees select who you want to view and then press the “next” button.



Employee Contact Details are then displayed

Use the buttons along the top of the screen to navigate to the different sections

**Xentrall**

Me My People

Not Selected

Team Selector

Delegations

Time & Attendance

Team Calendar

**Employee Personal Details**

Reports

Forms History

**Personal** Contact Emergency Complete

**Personal Detail**

- Title Miss

- First Forename Samantha

Other Forenames

- Surname Hind

Known\_As\_Forename Sam

Known\_As\_Surname Hind

- Date of Birth 12/01/1984

Previous Next Submit

To view Emergency Contact Details, click on the Relation link to expand

**Xentrall**

Me My People

Not Selected

Team Selector

Delegations

Time & Attendance

Team Calendar

**Employee Personal Details**

Reports

Forms History

Personal Contact **Emergency** Complete

Your email address is used for MyHR notifications, e.g. forgotten password or confirmation of changes. Use the 'Email Address to use' option to identify which account you want these notifications to be sent to.

Work Phone Number and Work Email Address can only be updated by the MyHR Support Team, please email [myhr@xentrall.org.uk](mailto:myhr@xentrall.org.uk).

**Emergency Contact**

Relation	Title	Forename	Surname
Mother	Mrs	Sharon	Hind

Add Contact

Previous Next Submit