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.

Xentrall	III ? 💞 O
Me My People	Ω / Team Selector
Not Selected	Team Selector
Team Selector	
Delegations V	Search by team member name Filters
Time & Attendance	Enter Name Q Direct Reports ~
Team Calendar	Clear search
Employee Personal Details	Clear search
Reports	Filter by surname
Forms History	AB & 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

Xentrall	Ξ	? 🐠 (
Me My People	C / Team Selector	
Christine Stanford Senior HR Officer (System Development)	Team Selector Standard Team Selector View	
Team Selector	Search by team member name Filters	
Delegations 🗸	Enter Name. Q Direct R	eports 🗸
New Appraisal/PDR		
Appraisal/POR History		Clear search
Qualifications		
Reports	Filter by surname	K L M N O P Q R S T U Y W X Y Z
Forms		^ <u>MINIMISE</u> ^
Forms History	Direct Departs for Territy Direct	Charing 7 percents (1 Schools)
Documents	Direct Reports for Tanya Dixon Select All Deselect All	Showing 7 results (2 vacant) / 1 Selection

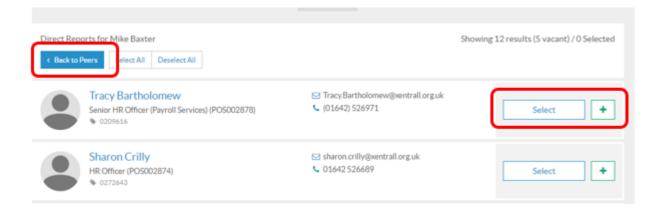
If an employee is selected the MyPeople tab shows details of the selected employee

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	Filters		
Enter Name	Q Direct Repo	rts 🗸 🗸	
)	Clear search
Filter by surname			
All A B C D E		K L M N O P Q R	STUVWXYZ
		∧ MINIMISE ∧	
Direct Reports for Mandy Hill Select All Deselect All			Showing 9 results (1 vacant) / 0 Selected
Mike Baxter HR Team Leader (Payroll Se © 0224647	rvices) (POS002867)	☑ Michael.Baxter@xentralLorg.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



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"

n > Team Selector Team Selector	
STANDARD TEAM SELECTOR VIEW	-
Search by team member name	Filters
Enter Name	Q Whole Team V
	Clear search
Filter by surname	
AI A B C D E I	GHIJKLMNOP (RSTUVWXYZ
	~ MINIMISE ~

View Employee Appointment Details

On the team view page select the employee

	1007466		Show Reports >
l	Sam Smith HR Team Leader (Payroll Services (POS002867)	Samantha.smith@work.com	Select + Show Reports >
	Joanne Vowles	⊠ Joanne.Vowles@xentrall.org.uk	Select +

The screen show below will appear

Sam Smith HR Team Lea	ader (Payrol	l Services) (10000)	×
	Title Forename Milddle Names Surname Employee ID	MISS Samantha Smith 10000	⊠ samantha.smith@work.com □ 07123456789	
Current Appointment				~
Appointment History				~

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

9	Title Forename Middle Names Surname Employee ID	MISS Samantha Smith 10000	Samaritha.smith@work.com □ 07123456789	
Current Appointment				~
Title	MISS	Forenames	Samantha	
Other Forenames		Surname	Smith	
Employee Number	10000	E-mail Address	samantha.smith@work.com	
Mobile Phone Number	07123456789	Work Phone Number		
Known As	Sam	Home Phone Number	01642 123456	
Original Start Date	01/03/2019	Current Start Date	01/03/2019	
Pay Group Post Start Date	Stockton (Non Schools) 01/03/2019	Current Post	HR Team Leader (Payroll Services)	
Current Weeks Per Year	52.1430	Current Contractual Hours	37.00	
Current Position Status	Fixed Term - Full Time	Current Occupancy Type		
Current Location	Bayheath House	Current Service Condition	SBCNONTCH	
Current Job	SBC GENERAL 37	Current Pay Grade	NJC Grade M (Pts 39-42)	

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 Appo	Jintinent			~
<u>Appointment</u>	<u>History</u>			~
Post	Main Post	Description	Start Date End Date	
POS002889	Y	Senior Project Officer	1 Feb 2019	\sim
POS006703	Y	PSE LEGACY	19 Apr 1982 31 Jan 2019	\sim

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

	the second se		
	Title Forename Middle Names Surname Employee ID	MISS Samantha Smith 10000	samantha.smith@work.com 07123456789
Current Appointment			```
Appointment History			/
Post Main	Post Description		
	Post Exescription		Start Date End Date
POS002867 Y		ces)	1 Mar 2019
POS002867 Y		Start Date Service In Post	1000 C C C C C C C C C C C C C C C C C C
Job End Date Main Post Flag Location	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House	Start Date	1 Mar 2019 01/03/2019
Job End Date Main Post Flag	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y	Start Date Service In Post Contract Number (1) Organisation Structure	1 Mar 2019 01/03/2019 1 month 2 days
Job End Date Main Post Flag Location (1) Service Conditions	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House	Start Date Service In Post Contract Number Organisation Structure Projected End Date	1 Mar 2019 01/03/2019 1 month 2 days HRDFLT HRDFLT DEFAULT Default Work
Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours Months Means	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House SBCNONTCH SBCNONTCH	Start Date Service In Post Contract Number Organisation Structure Projected End Date (1) Work Pattern	1 Mar 2019 01/03/2019 1 month 2 days HRDFLT HRDFLT DEFAULT Default Work Pattern
Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House SBCNONTCH SBCNONTCH 37.00 37.00 Source: Post Definition	Start Date Service In Post Contract Number Organisation Structure Projected End Date Organisation Structure Work Pattern Weeks Per Year	1 Mar 2019 01/03/2019 1 month 2 days HRDFLT HRDFLT DEFAULT Default Work Pattern 52.1430 1.000000 SBNJCGR M NJC Grade M (Pts
Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours Months Means	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House SBCNONTCH SBCNONTCH 37.00 37.00 Source: Post Definition SBNJCGR M NJC Grade M (Pts	Start Date Service In Post Contract Number ① Organisation Structure Projected End Date ④ Work Pattern Weeks Per Year FTE	1 Mar 2019 01/03/2019 1 month 2 days HRDFLT HRDFLT DEFAULT Default Work Pattern 52.1430 1.000000
Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours Miceld Memor	HR Team Leader (Payroll Servic JOB0000186 SBC GENERAL 37 Y LOC0000333 Bayheath House SBCNONTCH SBCNONTCH 37.00 37.00 Source: Post Definition	Start Date Service In Post Contract Number	1 Mar 2019 01/03/2019 1 month 2 days HRDFLT HRDFLT DEFAULT Default Work Pattern 52.1430 1.000000 SBNJCGR M NJC Grade M (Pts

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

Cost Centres			Abrolio and Bill and Bill	×
Cost Code	Description	Employees %	Employers %	
900520	HR Business Services	100	100	
	Middle Names			

cost code details.

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

Start Date		End Date	ID	Description
1 Mar 2019			SBNJCGR M	NJC Grade M (Pts 39-42)
Current Point Point Rate Override Reason		41 19.2335	Point Value Override Date	37107.00
9		Title Forename Middle Names Sumame Employee ID	MISS Samantha Smith 10000	S samantha.smith@work.com □ 07123456789
urrent Appointmen ppointment History Post N		Description		Start Date End E
ppointment History	9	Description HR Team Leader (Payroll Servi	ces)	Start Date End E 1 Mar 2019
ppointment History Post N POS002867 Job	fain Post Y	Contract of the second	Start Date Service In Post	1 Mar 2019 01/03/2019 1 month 2 days
Post N Post N POS002867 Job End Date Main Post Flag Location	tain Post Y J S Y L	HR Team Leader (Payroll Servi IOB0000186 SBC GENERAL 17 / .OC0000333 Bayheath House	Start Date	1 Mar 2019 01/03/2019 1 month 2 days r ucture HRDFLT HRDFLT
Post N Post N POS002867 Job End Date Main Post Flag Location	tain Post Y J S Y L	HR Team Leader (Payroll Servi IOB0000186 SBC GENERAL 37	Start Date Service In Post Contract Number () Organisation Stru	1 Mar 2019 01/03/2019 1 month 2 days r ucture HRDFLT HRDFLT
Post N Post N POS002867 Job End Date Main Post Flag Location () Service Conditions	γ γ J S Y L S	HR Team Leader (Payroll Servi IOB0000186 SBC GENERAL 17 / .OC0000333 Bayheath House	Start Date Service In Post Contract Number Organisation Stru Projected End Da	1 Mar 2019 01/03/2019 1 month 2 days r ucture HRDFLT HRDFLT the DEFAULT Default Work
Post N POS002867 Job End Date Main Post Flag Location Service Conditions Suspended Flag	r <mark>tain Post</mark> Y J S Y L S S	HR Team Leader (Payroll Servi 1080000186 SBC GENERAL 37 r .0C0000333 Bayheath House SBCNONTCH SBCNONTCH	Start Date Service In Post Contract Number () Organisation Stru Projected End Da () Work Pattern	1 Mar 2019 01/03/2019 1 month 2 days r ucture HRDFLT HRDFLT the DEFAULT Default Work Pattern
Post N POS002867 Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours	r <mark>tain Post</mark> Y J S N L S S	HR Team Leader (Payroll Servi 1080000186 SBC GENERAL 37 r .0C0000333 Bayheath House SBCNONTCH SBCNONTCH 37.00	Start Date Service In Post Contract Number Organisation Stru Projected End Da Organisation Stru Work Pattern Weeks Per Year	1 Mar 2019 01/03/2019 1 month 2 days r ucture HRDFLT HRDFLT the DEFAULT Default Work Pattern 52.1430
Post N POS002867 Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (2) Contract Hours Weekly Hours	Y Y J S S S S S	HR Team Leader (Payroll Servi 1080000186 SBC GENERAL 37 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Start Date Service In Post Contract Number Organisation Stru Projected End Da OWrk Pattern Weeks Per Year FTE Post Grade	1Mar 2019 01/03/2019 1 month 2 days functure HRDFLT HRDFLT the DEFAULT Default Work Pattern 52.1430 1.000000
Post N POS002867 Job End Date Main Post Flag Location (1) Service Conditions Suspended Flag (1) Contract Hours Weekly Hours Cost Centre Detail	r <mark>tain Post</mark> Y J S S S S S S S	HR Team Leader (Payroll Servi IOB0000186 SBC GENERAL 77 OC0000333 Bayheath House SBCNONTCH SBCNONTCH 37.00 Source: Post Definition	Start Date Service In Post Contract Number (1) Organisation Stru Projected End Da (1) Work Pattern Weeks Per Year FTE	1Mar 2019 01/03/2019 1 month 2 days r Jucture HRDFLT HRDFLT the DEFAULT Default Work Pattern 52.1430 1.000000 SBNJCGR M NJC Grade M (Pts

Salary is shown as point value

View Employee Contact Details

Managers are able to view personal derails/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.

Xentrall	Ξ			? 🐠 😊
Me My People				
Not Selected	Search for Employee			
Team Selector				
Delegations V	Employee Name	Employee Number	Post	Employee Information
Time & Attendance	MRSTanyaDixon	0206014	Senior Project Officer (POS002889)	
Team Calendar	MissSamanthaHind	0277929	HR Officer (PO5002882)	
Employee Personal Details	MissSharonCrilly	0272643	HR Officer (PO5002874)	
	O MrsRosslynPiper	1006378	HR Officer (PO5002875)	
Reports Forms History	O MissJulieSinclair	0219464	Senior HR Officer (Absence Management) (POS002868)	
	O MrsChristineStanford	0218211	Senior HR Officer (System Development) (PO5002883)	
	Previous			Next Submit

Employee Contact Details are then displayed

Xentrall	Ξ		? 🐠 O
Me My People			
Not Selected	Personal Contact	Emergency Complete	
	Personal Detail		
Delegations ~	- Title	Miss v]
Time & Attendance	- First Forename	Samantha]
Team Calendar	Other Forenames]
Employee Personal Details	- Surname	Hind]
Reports	Known_As_Forename	Sam]
Forms History	Known_As_Surname	Hind]
	- Date of Birth	1370703 📋]
	Previous		Next Submit

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

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

Xentrall	=			? 🐠 😊		
Me My People	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.					
Not Selected	Work Phone Number and Work Email Address can only be updated by the MyHR Support Team, please email myhr@xentrall.org.uk.					
Team Selector	Personal Contact Emergency Complete					
Delegations \checkmark						
Time & Attendance	Emergency Contact					
Team Calendar	Relation	Title	Forename	Surname		
Employee Personal Details	Mother	Mrs	Sharon	Hind		
Reports						
Forms History				Add Contact		
	Previous			Next Submit		