My Team Changes - Leaver

Entering a new Leaver

- From My People, select My Team – Leavers
- Select the required employee from the Staff list.
    - or use the Search for Employee button at the top of the screen.
- Click Next to continue.

Termination Type – Employee with single post

- Enter the last day of Employment.
    - **Consider Continuous Service**. If an employee is moving to another local authority or local government related employer, you should set their leave date so there are no breaks in service. For example, if their last working day is Friday and they are starting their new role on Monday, you should set their leave date as the Sunday. If in doubt, please seek advice on leaving dates from your HR Advisor.
- Select the Leave Reason from the dropdown list.

- Click Next to continue.

Termination Type – Employee with multiple posts

- Where an employee has multiple posts, ensure the correct post is selected.

- Click Next to continue.
- Enter the last day of Employment.
  - **Consider Continuous Service**. If an employee is moving to another local authority or local government related employer, you should set their leave date so there are no breaks in service. For example, if their last working day is Friday and they are starting their new role on Monday, you should set their leave date as the Sunday. If in doubt, please seek advice on leaving dates from your HR Advisor.
- Select the Leave Reason from the dropdown list.

- Click Next to continue.
- The Employee's other posts will be listed.

  - If you are the manager for all posts and the employee is leaving the Company, select Leave from Company.
    - If the employee has other managers, please only continue for the post that you are responsible for.

Absence & Attendance

- This page will detail any existing absences open for the selected employee.
  - Example 1:
    - The employee has an Open sickness absence. If the employee is not expected to return before their leave date, select Close from the Action list.
    - If the employee has already returned, leave the Leaver process and close the Sickness before continuing.
    - Do not select the Delete action unless the Absence entry is a mistake and should not be recorded.

- Example 2:
  - The employee has a future dated Paid/Unpaid Leave.
  - The system will automatically select this entry to be deleted.

- When all absences have been reviewed, click Next to continue.

eForm: MyTeam Changes: Leaver Pay Adjustments

- All questions are mandatory, answer to continue through the Leaver process.
- Additional Information section is an optional, free type field. Add any information that has not already been captured but that is essential to Payroll processing.

MyTeam Changes: Leaver Pay Adjustments

MyTeam Changes - Pay Adjustments

* Death in Service?	--- --Select-- ---
Date of Death	
* Annual Leave adjustment required?	--- --Select-- ---
Enter Days for Full Time / Hours for Part Time	
* Flexi Leave adjustment required?	--- --Select-- ---
Enter Hours	
* Training fees repayment required?	--- --Select-- ---
Amount to recover	
* Relocation allowances to be repaid?	--- --Select-- ---
Amount to recover	
Additional Information	
PAYROLL USE ONLY	

- Click Next to continue.

Complete

- There is nothing to complete on this page. Click next to continue.

Checklist

- Please review the items on the checklist to ensure the Leaver process is complete.
- Click Submit to send to Payroll.

Amend a Leaver Form

A Leaver form can only be amended if it is still in the "submitted" status and it is a little fiddly, please follow the guidance carefully.

- navigate to the Team Selector page of MyHR
- select the required employee
- click "forms History"
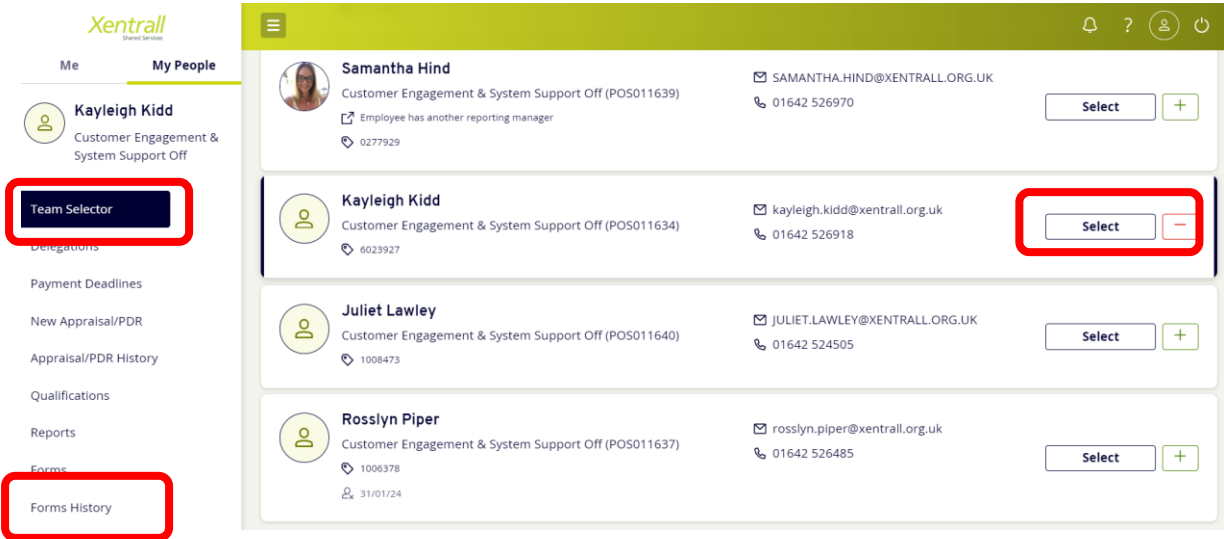
- From Forms History, you will see all MyHR actions for the selected employee
- Locate the Leaver event and note the Status
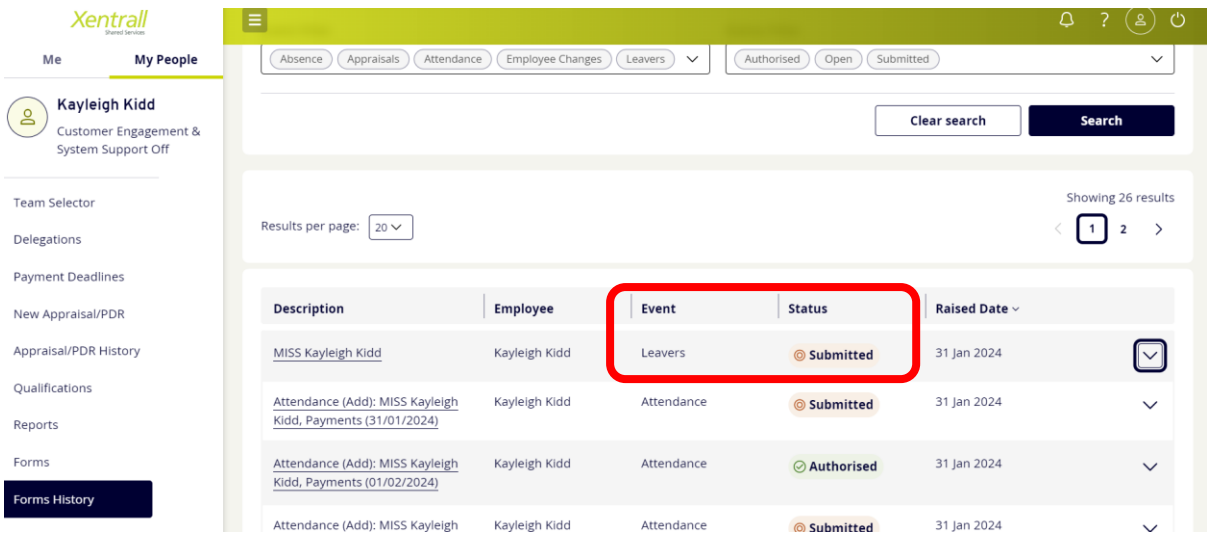
If the Status is "Authorised" you will need to contact your Payroll Officer to make any amendments

- If the status is "Submitted"
- Click on the Description link

- Click Withdraw

- You will be taken to a "Leaver Process" Screen
- Locate the form you need to amend from the "Withdrawn" section
- Click on the employees name link, under Description

- Click Re-open

- You will be returned to the process screen. Notice the form has now moved to the "Open" section.

- Click on the employee name again
- Amend the leaver details as required
- Click Submit when complete
- The form will be re-submit to Payroll