

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.

The screenshot shows the Xentrall interface. The top navigation bar has 'My People' highlighted. The left sidebar has 'My Team - Leavers' highlighted. The main content area shows a search bar and a table of employees. The 'Next' button at the bottom right is highlighted.

Employee Name	Employee Number	Post	Employee Information
MRS Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
<input type="radio"/> Miss Kayleigh Kidd	6023927	Customer Engagement & System Support Off (POS011634)	
<input type="radio"/> Miss Samantha Hind	0277929	Customer Engagement & System Support Off (POS011639)	Has another post
<input type="radio"/> Miss Sharon Crilly	0272643	Customer Engagement & System Support Off (POS011638)	
<input type="radio"/> Mrs Juliet Lawley	1008473	Customer Engagement & System Support Off (POS011640)	
<input type="radio"/> Mrs Rosslyn Piper	1006378	Customer Engagement & System Support Off (POS011637)	

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.

The screenshot shows the 'Termination Type' form. The 'Termination Type' tab is selected. The form shows fields for 'Last Day Of Employment' (11/12/2023) and 'Leave Reason' (Resign). The 'Leave from post' radio button is selected. The 'Next' button at the bottom right is highlighted.

- Click Next to continue.

Termination Type – Employee with multiple posts

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

Me My People

Not Selected

Team Selector

Delegations

Time & Attendance

Payment Deadlines

Employee Personal Details

My Team - Leavers

Reports

Forms History

Help & Support

Search

Search for Employee

Employee Name	Employee Number	Post	Employee Information
MRS Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
Miss Samantha Hind	0277929	Customer Engagement & System Support Off (POS011639)	Has another post
Miss Sharon Emley	0272043	Customer Engagement & System Support Off (POS011639)	
Mrs Juliet Lawley	1008473	Customer Engagement & System Support Off (POS011640)	
Mrs Rosslyn Piper	1006378	Customer Engagement & System Support Off (POS011637)	

- 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.

Termination Type

Absence & Attendance eForm Complete Check List

Termination Type

Last Day Of Employment 11/12/2023

Leave Reason Resign

☒ Leave from post

Previous Next Submit

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

Termination Type

Absence & Attendance eForm Complete Check List

Termination Type

The person you have selected as the leaver is in other post(s) as shown below.

Termination Type

Other Post Holding	Manager	Future Start Date	End Date
MyHR Administrator	Master MyHR Administrator	01/03/2023	

Termination Information

Termination Type ☒ Leave from post ☐ Leave from company

- 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.

Termination Type

Absence & Attendance

eForm

Complete

Check List

Planned Absence and Attendance

Absence

Start Date	End Date	Start Time	Type	Category	Total	Action
01/10/2023	30/11/2023	09:00	Sickness		52.00 Day(s)	<div>CLOSE DELETE CLOSE</div>

Attendance

Start Date	Type	Category	Total	Action
There are no records available for selection.				

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

Termination Type

Absence & Attendance

eForm

Complete

Check List

Planned Absence and Attendance

Absence

Start Date	End Date	Start Time	Type	Category	Total	Action
22/11/2023	22/11/2023	09:00	SBC Paid Leave		7.40 Hour(s)	<div>DELETE</div>

Attendance

Start Date	Type	Category	Total	Action
There are no records available for selection.				

- 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.

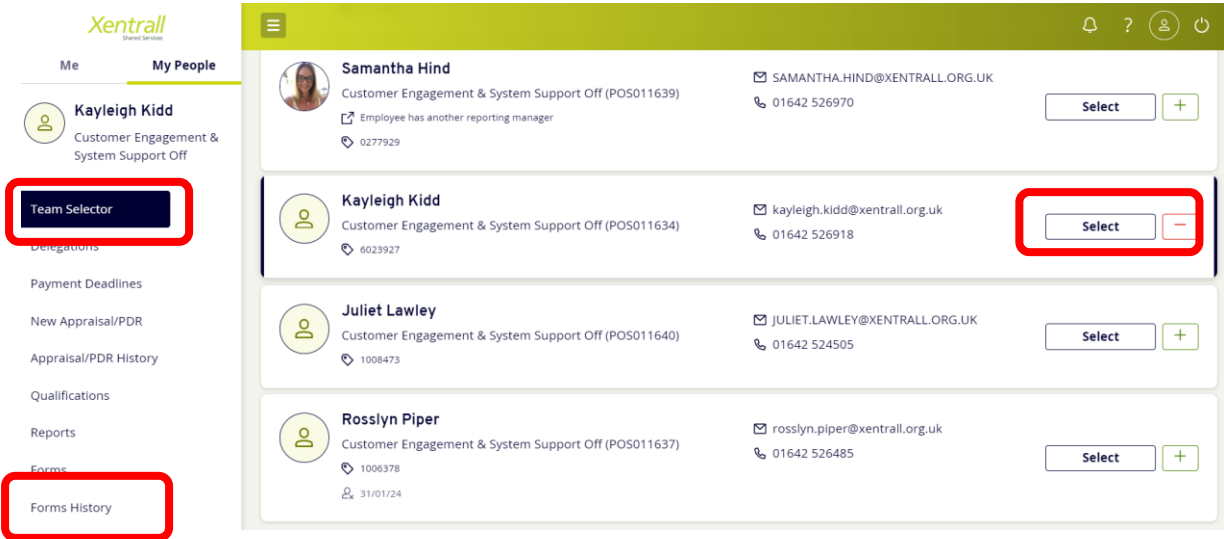
Checklist

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

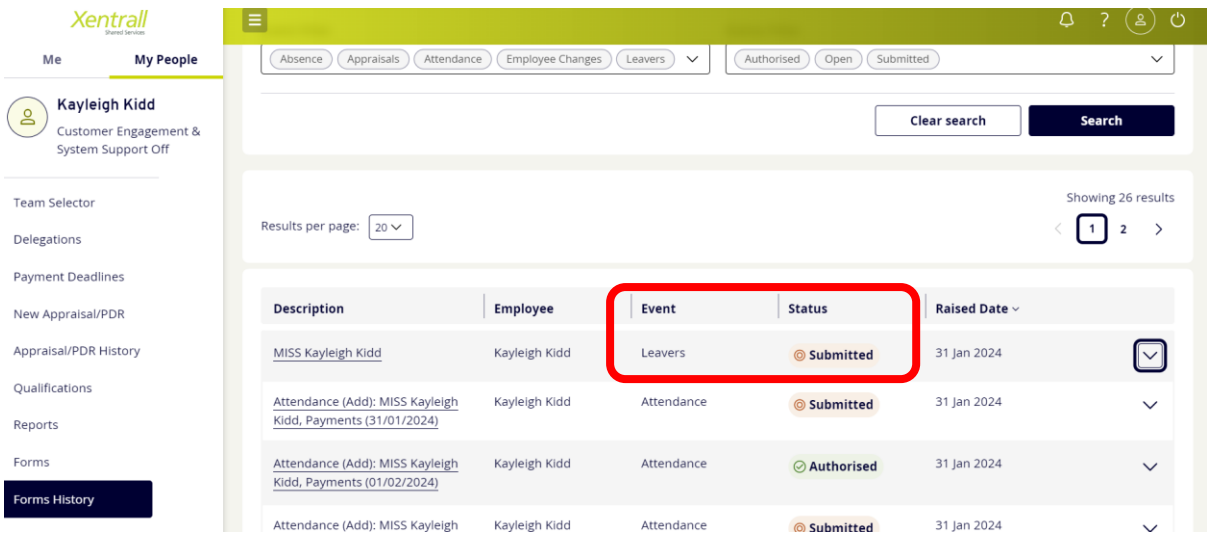
Amend a Leaver Form

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

Description	Employee	Event
MISS Kayleigh Kidd	Kayleigh Kidd	Leave
Attendance (Add): MISS Kayleigh Kidd Payments (31/01/2024)	Kayleigh Kidd	Attenc

- Click Withdraw

Me

My People

Kayleigh Kidd

Customer Engagement & System Support Off

Team Selector

Delegations

Payment Deadlines

New Appraisal/PDR

Appraisal/PDR History

Qualifications

Reports

Forms

Forms History

Termination Type

Absence & Attendance

eForm

Complete

Check List

Termination Type

Last Day Of Employment

29/02/2024

Leave Reason

Higher Salary

Leave from post

Previous

Cancel

Next

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

Me

My People

Kayleigh Kidd

Customer Engagement & System Support Off

Team Selector

Delegations

Payment Deadlines

New Appraisal/PDR

Appraisal/PDR History

Qualifications

Reports

Forms

Forms History

MyTeam - Leavers

Authorised

Date	Process	Description	Action
09/01/2024	MyTeam - Leavers	MRS Rosslyn Piper	
09/01/2024	MyTeam - Leavers	MRS Juliet Lawley	

Withdrawn

Date	Process	Description
31/01/2024	MyTeam - Leavers	MISS Kayleigh Kidd

- Click Re-open

The screenshot shows the Xentrall 'My People' page for Kayleigh Kidd. The left sidebar contains navigation links: Team Selector, Delegations, Payment Deadlines, New Appraisal/PDR, Appraisal/PDR History, Qualifications, Reports, Forms, and Forms History. The main content area displays the 'Termination Type' form. At the top, there are tabs: Termination Type (selected), Absence & Attendance, eForm, Complete, and Check List. The form fields include: Last Day Of Employment (29/02/2024), Leave Reason (Higher Salary), and a radio button for 'Leave from post'. At the bottom, there are 'Previous', 'Cancel', 'Next', and 'Re-open' buttons. The 'Re-open' button is highlighted with a red box.

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

The screenshot shows the Xentrall 'My People' page for Kayleigh Kidd. The left sidebar is the same as the previous screenshot. The main content area displays the 'MyTeam - Leavers' table. The 'Open' section is highlighted with a red box. The table has columns: Date, Process, and Description. The data row shows: 31/01/2024, MyTeam - Leavers, and MISS Kayleigh Kidd. Below the 'Open' section is the 'Authorised' section, which has columns: Date, Process, Description, and Action. The data rows show: 09/01/2024, MyTeam - Leavers, MRS Rosslyn Piper, and 09/01/2024, MyTeam - Leavers, MRS Juliet Lawley.

Date	Process	Description
31/01/2024	MyTeam - Leavers	MISS Kayleigh Kidd

Date	Process	Description	Action
09/01/2024	MyTeam - Leavers	MRS Rosslyn Piper	
09/01/2024	MyTeam - Leavers	MRS Juliet Lawley	

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