

## **MyTeam Changes: Leaver**

• From My People (1), select the required employee (2, 3)



- From the lefthand menu, select My Team Changes
- Select Leaver (4)
- Work down the form to complete the leaver information
  - When entering the Leave Date 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.

Xentrall Stared Services		රු ද වූ ර
Me My People	û / Team Selector / Leaver	
Documents	Notification of Leaver (Sam Hind)	
Forms		
Forms History		
My Team Changes	Leaving Details	Leaving Details
4 Leaver	Select Post Leaving *	Pay Adjustments
Leaver FAQ's	Customer Engagement & System Support Off (POS011∨	
Qualifications	Leave Date •	
Reports	dd/mm/yyyy	
Time & Attendance 🗸 🗸		
Payment Deadlines 24/25	Clear	5 Submit 🗸

- When complete, click Submit (5)
  - The form will be sent to the Payroll Team to action. Depending on the leave date, the Payroll Team may not action the form straight away. You will receive an email to confirm when the process is complete.



## Checking the progress of a Leaver Form

## Leaver forms can be edited, up to the point Payroll action the form. To check the progress;

- From My People (1):Team Selector (2), select the required employee (3)
- From the lefthand menu, select Forms History (4)

Xentrall	Ξ	ද ? (ඵ ර
Me 1 My People Sam Hind Customer Engagement & System Support Off	Customer Engagement & System Support Off (POS011640) © 7017201	Select +
2 Team Selector Appraisal/PDR History Delegations	Sam Hind Customer Engagement & System Support Off (POS011639) ☐ Employee has another reporting manager ♦ 0277929	SAMANTHAHIND@XENTRALLORG Solo 01642 526970  Select  -
Documents Forms Forms History My Team Changes ~ Oualifications	Customer Engagement & System Support Off (POS011634) C <sup>a</sup> Employee has another reporting manager © 6023927	⊠ kayleigh.kidd@xentrall.org.uk % 01642 526918 Select +

- Event Filter: use the drop down to select MyForms
- Status Filter: Use the drop down to Select All
- Click Search

Me My People Sharon Crilly Customer Engagement & System Support Off	© / Team Selector / Forms History	у		
Team Selector	Keyword Search Enter keywords to search	Date From dd/mm/yyyy	Date To	Ë
Delegations	Event Filter	Status	Filter	400
Documents				VIII V
Documents Forms			Clear search Searc	h

- All forms associated with the Employee will be displayed
- You can see what stage the form is at under the Status column

Documents	Description	Employee	Event	Status	Raised Date ~	
Forms Forms History	Notification of Leaver	Sharon Crilly	MyForms	Submitted	21 Jan 2025	~
My Team Changes 🗸 🗸	Notification of Termination of Employment	Sharon Crilly	MyForms	O Open	28 Nov 2024	$\sim$
Qualifications Reports	Notification of Termination of Employment	Sharon Crilly	MyForms	⊘ Authorised	28 Nov 2024	~
Time & Attendance $\checkmark$ Payment Deadlines 24/25	Notification of Termination of Employment	Sharon Crilly	MyForms	⊘ Authorised	26 Nov 2024	~



- Status = Open This form has not been submit and will not be actioned by Payroll.
  - $\circ$  ~ To edit an Open form, click the Description link
  - Update the form as required
  - o Click Submit to send to Payroll
  - Click Delete if the form is no longer required

Documents	Description	Employee	Event	Status	Raised Date ~	
Forms	Notification of Leaver	Sharon Crilly	MyForms	Submitted	21 Jan 2025	$\sim$
My Team Changes V	Notification of Termination of Employment	Sharon Crilly	MyForms	O Open	28 Nov 2024	~
Qualifications Reports	Notification of Termination of Employment	Sharon Crilly	MyForms	⊘ Authorised	28 Nov 2024	~
Time & Attendance $\checkmark$ Payment Deadlines 24/25	Notification of Termination of Employment	Sharon Crilly	MyForms	⊘ Authorised	26 Nov 2024	~

- **Status = Submitted –** This form is with the Payroll Team for processing.
  - $\circ$  ~ To edit a Submitted form, click the Description link
  - $\circ$   $\;$  Click the Withdraw button in the bottom right corner  $\;$
  - $\circ$   $\;$  This will change the Form status to Open  $\;$
  - $\circ$   $\;$  Follow the instructions above to edit an Open form
- Status = Authorised This form has been actioned by the Payroll Team.
  - This form CAN NOT be edited, any changes must be discussed directly with the Payroll Team