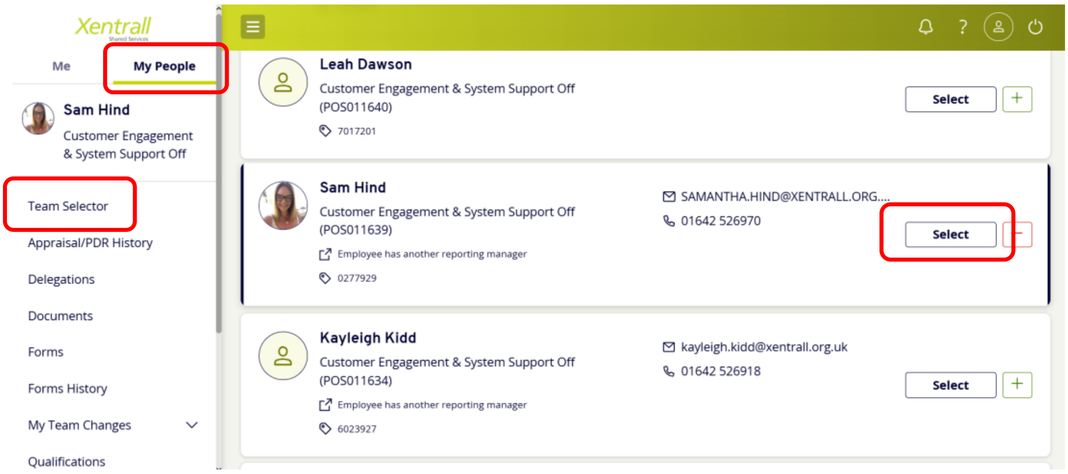
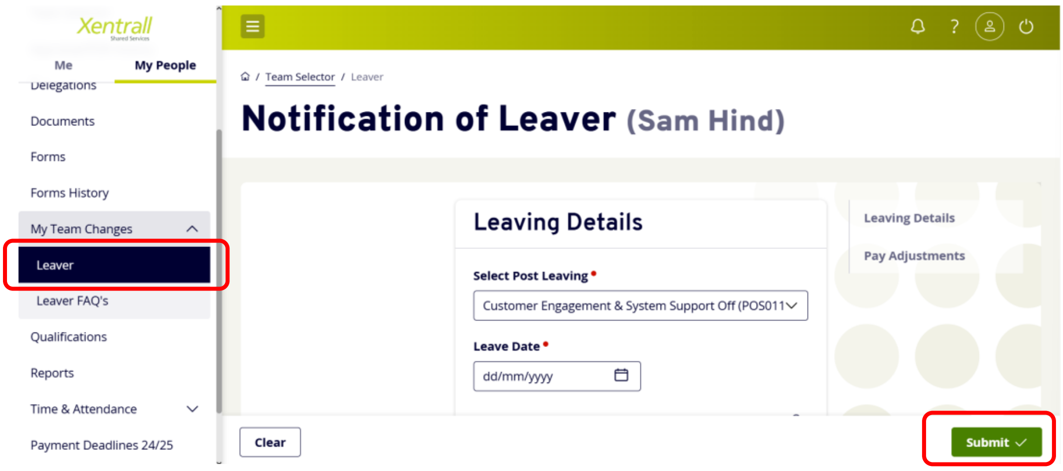
MyTeam Changes: Leaver

- From My People, select the required employee



- From the lefthand menu, select My Team Changes
- Select Leaver
- 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.*



- **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.*

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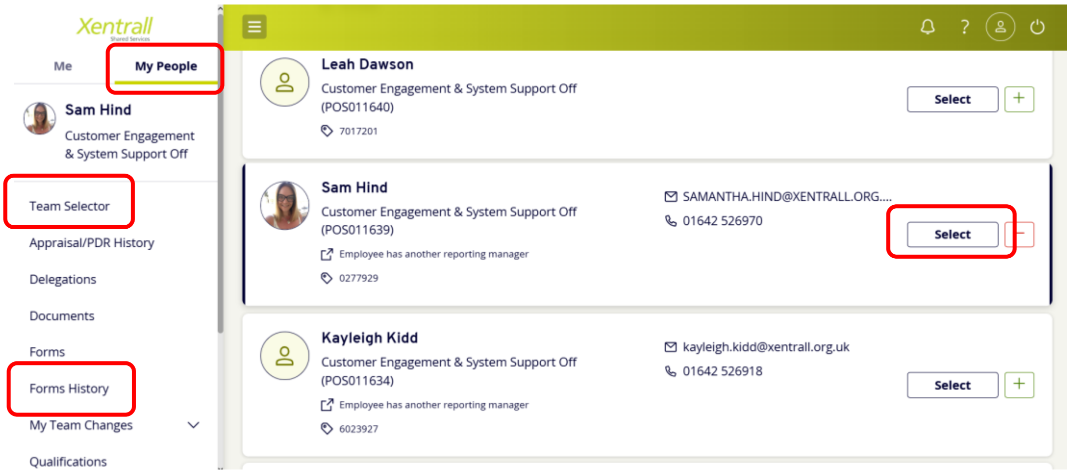
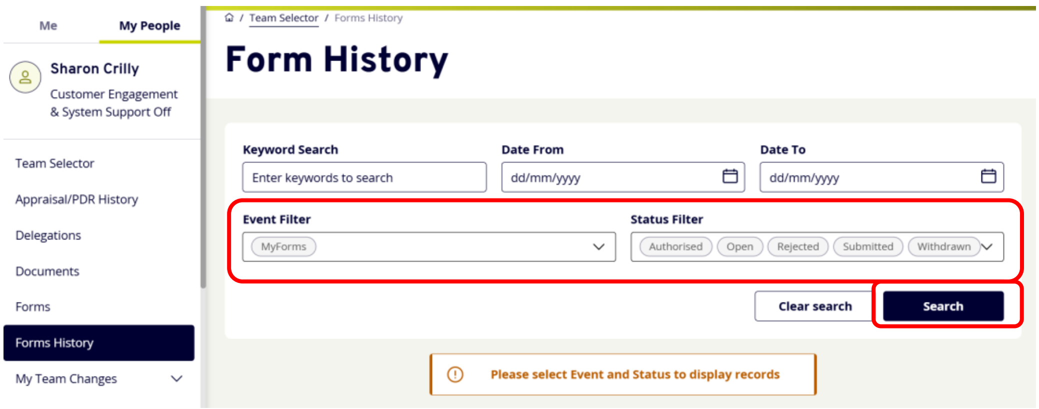
Checking the progress of a Leaver Form

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

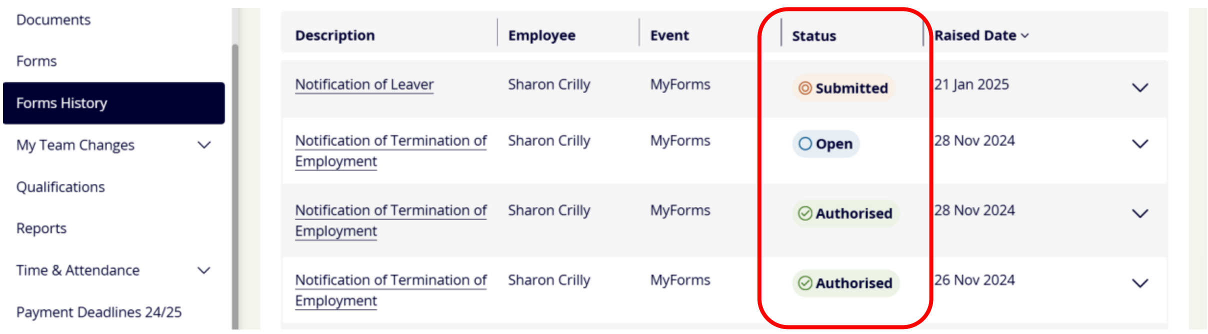
- From My People, Team Selector, select the required employee (3)
- From the lefthand menu, select Forms History



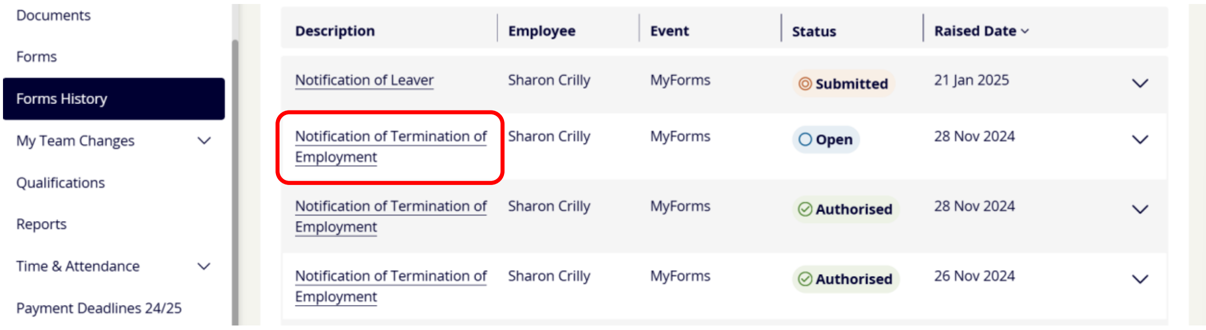
- **Event Filter**: use the drop down to select MyForms
- **Status Filter**: Use the drop down to Select All
- Click Search



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



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



- **Status = Submitted –** This form is with the Payroll Team for processing.
    - To edit a Submitted form, click the Description link
    - Click the Withdraw button in the bottom right corner
    - This will change the Form status to Open
    - 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