

MyTeam Changes: Leaver

- From My People, select the required employee

The screenshot shows the Xentrall 'My People' page. The top navigation bar has a 'My People' tab highlighted with a red box. The left sidebar has a 'Team Selector' option highlighted with a red box. The main content area lists three employees: Leah Dawson, Sam Hind, and Kayleigh Kidd. The 'Select' button for Sam Hind is highlighted with a red box.

- 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.

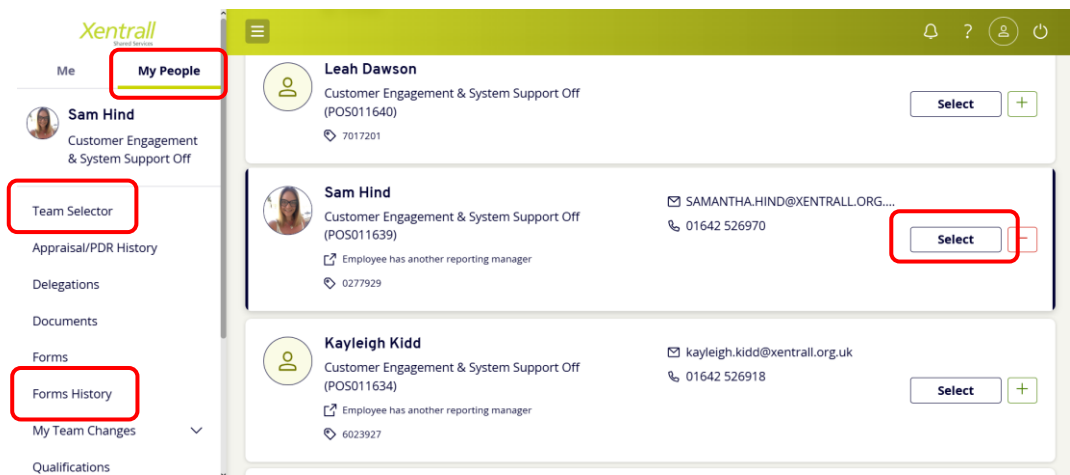
The screenshot shows the 'Notification of Leaver (Sam Hind)' form. The left sidebar has a 'Leaver' option highlighted with a red box. The main content area contains a form with fields for 'Select Post Leaving' (set to 'Customer Engagement & System Support Off (POS011)') and 'Leave Date' (set to 'dd/mm/yyyy'). A 'Submit' button with a green checkmark is highlighted with a red box at the bottom right.

- 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.

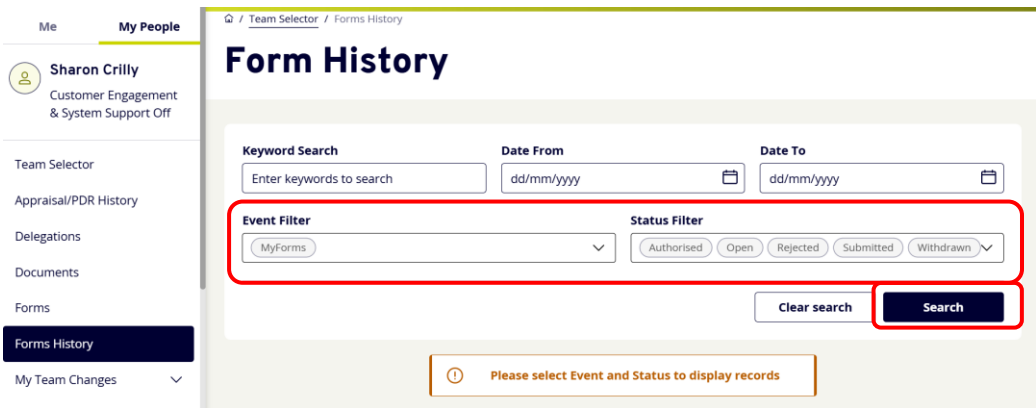
Checking the progress of a Leaver Form

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

- From My People, 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

Documents					
Forms					
Forms History					
My Team Changes					
Qualifications					
Reports					
Time & Attendance					
Payment Deadlines 24/25					

Description	Employee	Event	Status	Raised Date
Notification of Leaver	Sharon Crilly	MyForms	Submitted	21 Jan 2025
Notification of Termination of Employment	Sharon Crilly	MyForms	Open	28 Nov 2024
Notification of Termination of Employment	Sharon Crilly	MyForms	Authorised	28 Nov 2024
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.
 - 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

Documents	
Forms	
Forms History	
My Team Changes	▼
Qualifications	
Reports	
Time & Attendance	▼
Payment Deadlines 24/25	

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Notification of Termination of Employment	Sharon Crilly	MyForms	Authorised	26 Nov 2024	▼

- **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