



**Employee  
Service Centre**

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## **North Lanarkshire Council**

**Employee Changes Forms -  
For Managers on [northlan.gov.uk](http://northlan.gov.uk) email**

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**Developed By:**

Job Title	Name	Date	Version Approved
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**Reviewed & Approved By:**

Job Title	Name	Date	Version Approved
Senior Process Reengineering Advisor	Adriana Rybarczyk	27/06/2023	V 0.2
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**Version Control**

Version	Date Completed	Author	Description
0.1	11/10/2022	Siobhan Shields	V1
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**Version Control History**

Document Name: Employee Changes Non-Teaching Guidance Note

V.2 Added in new forms

**Document Owner(s):**

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## Overview

**MS Forms - Employee Change Forms will only be accepted from Home Support, ICT Centre (School Technicians), HR Business Partners Education and Families only.**

**Managers with access to MyNL Portal should complete the Employee Change forms on the portal. Subsequent guidance is available within the Knowledge Base.**

**Please note that Employee Change Forms are restricted to Authorised Signatories only.**

This Guidance Note will explain to you what each form is for, and the main information required prior to completing the new employee change forms.

These forms have been created to replace the old Notification of Change Forms that were used to notify the Employee Service Centre of changes to employee's terms and conditions.

The MS Form are designed with **required** fields so you **cannot** move to the next question or submit the form without completing mandatory questions, therefore you will need to have the specific information prior to starting each form.

Please note when the payrun is closed, the MS forms can still be submitted but will not be actioned until the payrun reopens.

You can access the Payrun and Service Schedules below:

<https://mynl.co.uk/download/605/service-deadlines/10845/schedules-24-25-service-deadline.xlsx>

If you have any issues or difficulties when completing the forms, please contact the Employee Service Centre People Help Desk Team regarding general advice on completion of the forms.

**Helpdesk Team**

**Contact number - (01698) 403151**

**E-mail – [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)**

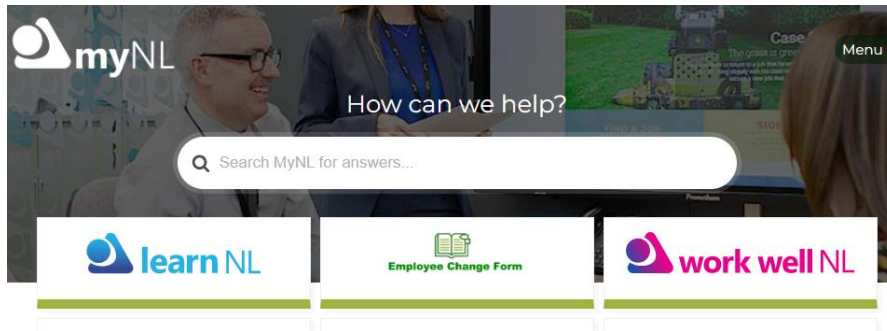
For reporting issues with the form please contact Process Reengineering Team.

**Process Reengineering Team**

**[ESCProcessreengineering@northlan.gov.uk](mailto:ESCProcessreengineering@northlan.gov.uk)**

## 1. Sourcing the form

Go to: Go to: MyNL.co.uk and access Employee Change Form Tile



Or use the link here - [Employee Changes – MS Forms – My NL](#)

The Employee Changes Form must be completed regarding the changes being made. The following forms available are.

- Employee Changes – Contracted Hours
- Employee Changes – Transfer/Additional Post
- Employee Changes – Revert Back to Substantive Post
- Employee Changes – Salary
- Employee Changes – Smarter Working
- Employee Changes – Additional Payments
- Employee Changes – Work Pattern Only
- Employee Changes – Terminations - Managers, HR BP & E&P Team
- Employee Changes – Flexible and Phased Retirement
- Employee Changes - Career Break
- Employee Changes – Trainees/Councillors
- Employee Changes – Change of Designation/Contractual Status (**HRBP use only**)

## 2. Contracted Hours

This form will be used when employee is increasing or decreasing hours that are unrelated to smarter working or flexible retirement, this SHOULD NOT BE USED to let us know employee is moving to permanent contract or any other change that is UNRELATED to contractual hours change.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Confirmation that you are not exceeding budgeted hours.
- Confirmation that you have discussed the change the HR Business Partner Team



- Employee Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of Change
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Reason for change
- Confirm if the change is for an Increase/Decrease of hours.
- New Contractual Hours
- Contractual Status Change (if temporary change, the temporary end date)
- Allowances Due (if applicable)
- Completed Work Pattern Form for uploading (Non-standard working pattern only)
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- Authorisation Manager Full Name and Job Title

### 3. Transfer/Additional Post

This form should be used if an employee is transferring due to reasons other than recruitment related or having an additional post.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Confirmation that you are not exceeding budgeted hours.
- Confirmation that you have discussed the change the HR Business Partner Team
- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of Change
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Reasoning for Transfer/Additional Post
- New Position Number (POSN)
- New Designation/Name/Address/Grade
- New Reporting Manager (Reporting Manager for iTrent)
- If the change is temporary, expiry date of change and temporary reasoning.
- Completed Work Pattern Form for uploading (Non-standard work pattern only)
- Allowances Due (if applicable)
- End date of cash conservation (if applicable)
- If the employee has reporting manager responsibilities, a list of the employees they are responsible for is required to be uploaded.
- If the employee is to be added to the Authorised Signatory database
- Authorising Manager Full Name and Job Title



## 4. Reverting to Substantive Post

This form should only be completed if the employee is reverting to their substantive post.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Full Name
- Employee Number
- Effective Date of Change
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Current Position Number (POSN)
- Substantive Post Name
- Substantive Post Position Number (POSN)
- Substantive Post Location (Address of post)
- Substantive Post Grade and Salary
- Contracted Hours
- Completed Work Pattern Form for uploading (non-standard work pattern only)
- Allowances Due (if applicable)
- Information regarding Cash Conservation (if applicable)
- If employee has reporting manager responsibilities, a list of currently managed employees will be required to be uploaded.
- If the employee is to be added to the Authorised Signatory database
- Authorising Manager Full Name and Job Title

## 5. Salary

This form should only be completed if the employee has a salary change.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Confirmation that you are not exceeding budgeted hours.
- Confirmation that you have discussed the change the HR Business Partner Team.
- Employee Full Name.
- Employee Number.
- Current Position Number.
- Effective Date of Change
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with



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- Base Location within service e.g., Airdrie SW Locality
- Reason for salary change.
- If the salary change is due to the employee gaining a qualification, a copy of the qualification obtained will be required to be uploaded.
- New Salary Grade and Scale Point (SCP)
- If the employee has **new** management responsibilities, a list of the new managed employees will be required to be uploaded.
- Authorising Manager Full Name and Job Title

## 6. Additional Payments

This form will be used when an employee has any additional allowances required for their current post such as Non-Core Hours or Nightshift Allowance.

More information regarding additional payments can be found here:

[Additional Payments – My NL](#)

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Full Name
- Current Position Number (POSN)
- Employee Number
- Effective date of new allowances
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Allowances due
- Non-core hours employee is due (if applicable)
- Hours contractual overtime is due (if applicable)
- Nightshift allowance hours due (if applicable)
- Authorising Manager Full Name and Job Title
- End date of Cash Preservation and reasoning (if applicable)
- Authorising Manager Full Name and Job Title

## 7. Smarter Working

This form should be completed if the employee has made an application for Smarter Working

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Number
- Current Position Number (POSN)
- New Position Number (POSN) **If Applicable**





- Effective Date of Change Number of term time weeks
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Application status – confirm if application has been declined or approved.
- Declined applications – confirm if application is on trial or was temporary, extension date, rejection reason, date declined.
- Employees declined outcome letter to be uploaded to the form.
- Approved applications.
- Length of Change (if short term/trial, the end date is required)
- Employee's Smarter Working Application and Outcome Letter (for uploading)
- Authorising Manager Full Name and Job Title

## 8. Work Pattern Only

This should only be completed for a Work Pattern change only.

This has not to be used in relation to Smarter Working.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Full Name
- Employee Number
- Current Position Number
- Effective Date of Change (this may impact pay)
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Working Location Type
- New base location address (if applicable)
- Type of change e.g. Compressed Hours
- New hours per week
- Number of weeks (if term time)
- Completed Work Pattern Spreadsheet to be uploaded (non-standard work pattern only)
- Length of change
- Allowances Due (Non-Core Hours/Nightshift Allowance)
- End date of change (if applicable)
- Authorising Manager Name and Job Title

## 9. Terminations (Managers, HRBP & E&P Team Only)

This form should only be completed if employee is leaving the council for other reasons that **are not in relation to simple resignation i.e., employee has a new job elsewhere or is leaving one of their multiple posts, in this circumstance employee should record their resignation on MySelf and manager should approve on MyTeam during payroll opening times.**



The Termination form should only be completed for the following reasons:

- Unactioned resignation
- Employee did not start as planned.
- Retirement
- Retirement – Early
- Retirement - Ill Health Tier 1
- Retirement - Ill Health Tier 2
- Premature Retirement
- Dismissal - Capability Performance
- Dismissal - Other Substantial Reason
- Dismissal - Capability Health
- Dismissal – Misconduct
- TUPE
- Redundancy/Efficiency Retirement
- Voluntary Redundancy
- Death in Service

**\*Please note:** Reasons available to you will be dependable on your role, many reasons are applicable to HR Business Partners or Employment and Policy Team only.

If there is a reason that is not on the list, please use option OTHER where you can advise us of the reason.

Prior to completing this form, ensure a discussion with the employee has taken place regarding their leaving date and possibility of pay implications.

Before completing this form, you will require the following information:

- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of leaving
- Confirm if the employee is Hybrid/Agile/Site Based
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Reason for Termination
- If discussion has occurred regarding pay implications (term time staff only)
- Supporting Documents e.g. Letter confirming retirement (if applicable)
- If the employee has reporting manager responsibilities, a list of current managed employees will be required to be uploaded.
- Temporary Reporting Manager (who staff are required to report to until post is filled)
- Confirm new reporting manager employee number/Job Title.
- Check if the employee is due any annual leave and any payments e.g Redundancy.
- Weeks due of pay in lieu (if appropriate)
- Amount of any payments due and reasoning
- If the employee is an authorised signatory
- If employee has a training bond
- If the employee is currently off sick (This is needed as an abatement calculation is required)



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- If pension forms have been completed and sent
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- Authorising Manager Full Name and Job Title

### Other Important Requirements:

Please ensure that arrangements have been made to remove the employee from all IT systems and all IT and Non-IT equipment has been returned. (Any desks/equipment purchased by the employee and reimbursed does **not** require to be returned)

## 10. Flexible and Phased Retirement

This form should only be completed by managers only in relation to Flexible/Phased Retirement.

This should **not** be used to notify us of **transfers**. Please see [www.mynl.co.uk](http://www.mynl.co.uk) for correct form.

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of Change
- Confirm if the employee is Hybrid/Agile/Site Based.
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Change in hours.
- Supporting Documents e.g. Approval Application, Work Pattern (if applicable)
- Are the required pension forms completed?
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- Authorising Manager Full Name and Job Title

## 11. Career break

This form should be used to notify ESC of Career Break approval.

More information on Career Break can be found here: [Career Break](#)

Before completing this form, you will require the following information:

- Confirm your email domain to ensure you are completing the correct form type.
- Employee Full Name
- Employee Reference number
- Current Position Number (POSN)
- Effective date of Career Break
- Confirm if the employee is Hybrid/Agile/Site Based.



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- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Career Break Info – Was this agreed by a HR Business Partner
- Approved application form to be uploaded.
- To advise if this has been completed on behalf a HR Business Partner
- Authorisation email upload
- Authorising Manager

### Other Important Requirements:

Please ensure that arrangements have been made to remove the employee from all IT systems and all IT and Non-IT equipment has been returned. (Any desks/equipment purchased by the employee and reimbursed does **not** require to be returned)

## 12. Trainee/Councillors

This form should be used to notify ESC where there is a trainee new start for Supported Employment and Trainee Psychologist, the form will not be accepted for any other Trainees/Modern Apprentices, Vocational Trainee's etc, these **MUST** be done via recruitment.

This form may also be used for Councillor new starts.

- Select the type of new start– Supported Employment, Trainee Psychologist, Councillor.
- Employee Full name
- Job Title
- Contact Email Address
- Effective Date
- Position Number
- Number of hours per week
- Location – address
- Confirm if the contract is Temporary, Permanent or Fixed Term.
- Confirm the expiry date of the contract.
- Confirm if the post requires a Disclosure/PVG.
- Upload Bank Mandate and HMRC starter checklist
- If required provide additional information
- Upload the work pattern spreadsheet.
- To advise if this has been completed on behalf a HR Business Partner
- Authorisation email upload (only required if you have selected yes for the Question above)
- Authorising Manager



## 13. Change of Designation/Contractual Status (HRBP use only)

**This form may only be completed by a HRBP/HRBP Admin.**

**Forms submitted by anyone else will not be processed.**

- Provide Employee Name.
- Provide Employee Number.
- Provide the Employee's current POSN Number.
- Effective Date of Change (this may impact pay)
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Nature of change
- What position is the employee leaving/changing?
- New position title
- Reason for change
- Confirm if the POSN number will change due to change.
- If so, confirm the new POSN Number
- Confirm if the change will affect employee's salary.
- Confirm the Salary Grade and SCP
- Please provide any other useful information
- Please upload any relevant documents
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- Authorising Manager Full Name and Job Title

## 14. Authorisation

This section requires the authorising manager to input their details. This would be the manager who is completing the form.

For **Terminations (ER & HRBP)**, the authorising section should **only** be completed by the person on behalf of the Authorised Signatory/ HR Business Partner/Employee Relations and upload the Authorising Email.



## Authorisation

Authorised Signatory/HR Business Partner/Employee Relations

39. Is this change on behalf of the E&F HRBP? \*

Only select **yes** if this is being completed on behalf of the HRBP Team, if not select **no**.

Yes

No

40. Authorisation Email Upload (Non-anonymous question) \*

Upload file

File number limit: 1 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

41. Authorising Manager Name \*

Enter your answer

42. Authorising Manager Job Title \*

Enter your answer

43. Date \*

Please note the date is in USA format (M/D/YYYY)

Please input date (M/d/yyyy)

If you select the tick box here before you submit the form you are sending this will allow you to get an email receipt of your responses, this is also a double check in case you have any queries.



Send me an email receipt of my responses

Back

Submit

Once you click submit you will receive a message confirming that your form has been submitted and to which team that will be dealing with your form and also a link to the deadlines.



## ✔ Thanks!

Thank you for submitting the Employee Changes - Contracted Hours form. Your form has been forwarded to People Operations Team for processing.

Please note that if this form has been submitted after **service deadline** it will **not** be processed. The change will be actioned in time for next deadline.

You can find the deadlines here: [https://mynl.co.uk/wpfd\\_file/service-deadlines-2022-2023/](https://mynl.co.uk/wpfd_file/service-deadlines-2022-2023/)



Print or get PDF of answers  
[Submit another response](#)

From this message you can also save your form in PDF format and in a designated area for your records and you can also submit other responses if you have more than one employee change in this type of form to do.