North Lanarkshire Council

Employee Change Forms -For Managers on northlan.org.uk email

Developed By:

Job Title	Name	Date	Version Approved
Process Reengineering Advisor	Kirsty Moffat	November 2022	

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Senior Process Reengineering Advisor	Adriana Rybarczyk	27/06/2023	V3

Version Control

Version	Date Completed	Author	Description
0.1	29/11/2022	Kirsty Moffat	V1
0.2	09/02/2023	Kirsty Moffat	V2
0.3	27/06/2023	Kirsty Moffat	V3
0.4	19/04/2024	Kirsty Moffat	V4
0.5	07/06/2024	Kirsty Moffat	V5

Version Control History

Document Name: Employee Changes Forms for Managers on northlan.org.uk email

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Process Reengineering Advisor	Kirsty Moffat	ESCprocessreengineering@northlan.gov.uk

Contents

Overview

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

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

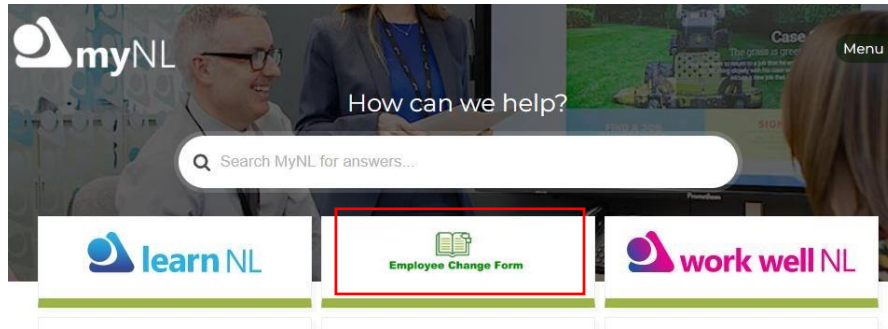**Process Reengineering Team at ESCProcessreengineering@northlan.gov.uk**

1. Sourcing the form

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 in regard to the changes being made. The following forms available are.

- EE - Employee Changes – Contracted Hours
- EE - Employee Changes - Transfer/Additional Post
- EE -Employee Changes – Revert Back to Substantive Post
- EE- Employee Changes – Salary
- EE - Employee Changes – Smarter Working
- EE - Employee Changes – Terminations (Manager Only)
- EE - Employee Changes – Work Pattern Only
- EE - Employee Changes – Flexible/Phased Retirement
- EE – Employee Changes - Career Break

2. 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:

- Confirm your email domain to ensure you are completing the correct form type.
- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Name
- Employee Number
- Effective Date of Change
- Current Position Number (POSN)
- New Position Number (POSN) **If Applicable**
- The establishment the employee is with

- Base Location within Establishment e.g., Primary School etc
- Application status – confirm if application has been declined or not.

Declined applications – confirm if application is on trial or is temporary, extension date, rejection reason, date declined.

Employees declined outcome letter to be emailed separately to the team's channel.

Approved applications.

The reason for the smarter working change Select the type of change from the dropdown.

Length of Change (if short term/trial, the end date is required)

- Employee's Smarter Working Application and Outcome Letter (to be emailed separately to the Team's channel)

3. Salary

This form should only be completed if the employee has a salary change (mainly due to the employee gaining a qualification allowing them to move up the salary scale point)

Before completing this form, you will require the following:

- Confirm your email domain to ensure you are completing the correct form type
- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name
- Employee Number
- Effective Date of Change
- Current Position Number
- The establishment the employee is with
- Base Location within Establishment e.g., Primary School etc
- Reason for salary change
- New Salary Grade and Scale Point (SCP)
- If the salary change is due to the employee gaining a qualification, a copy of the qualification obtained will be required to be uploaded.
- If the employee has **new** management responsibilities, a list of the new managed employees will be required to be emailed separately to the Team's channel, this is mainly for Promoted Teachers.

4. Contracted Hours

This form will be used when there is a change in employees contracted hours.

This should **not** be completed if the changes relate to **Smarter Working or Flexible/Phased Retirement**

Before completing this form, you will require the following:

- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Name
- Employee Number
  Effective Date of Change
  Current Position Number (POSN)
  The establishment the employee is with
  Base Location within Establishment e.g. Primary School etc
  Reason for change in hours
  Confirm if this change is increase or decrease in hours
  New Contractual Hours
  Contractual Status Change (if temporary change, the temporary end date)
  Completed Work Pattern Spreadsheet (to be emailed separately to the Team's channel)

5. Revert back 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:

- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name
- Employee Number
- Effective Date of Change
- Current Position Number (POSN)
- The establishment the employee is with
- Base Location within establishment e.g., Primary School etc
- Employee Type (Teaching or Non -Teaching)
- Substantive Post Name
- Substantive Post Position Number (POSN)
- Substantive Post Location (Address of post)
- Contracted Hours
- Substantive Post Grade and Salary
- Completed Work Pattern Spreadsheet (to be emailed separately to the Team's channel)
- Allowances Due (if applicable)
- Information regarding Cash Conservation/Cash Preservation (if applicable)
- If the employee is to be added to the Authorised Signatory database

6. 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:

- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name Employee Number
  Effective Date of Change
  Current Position Number (POSN)
  The establishment the employee is with
  Base Location within establishment e.g., Primary School etc
  Reason for Transfer/Additional Post

New Position Number (POSN)

New Designation/Name/Address/Grade/Salary

Confirm if post is 52 weeks or Term Time

- New Hours
- New Reporting Manager (Reporting Manager for iTrent)
- If the change is temporary, expiry date of change and temporary reasoning.
- Completed Work Pattern Spreadsheet (to be emailed separately to the Team's channel)
- 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 emailed separately to the Team's channel.
- If the employee is to be added to the Authorised Signatory database

7. 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:

- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name
- Employee Number
- Effective Date of Change
- Current Position Number
- The establishment the employee is with
- Base Location within establishment e.g., Primary School etc
- Work Pattern

8. Terminations (Managers Only)

This form should only be completed by managers only in relation to Terminations.

This should **not** be used to notify us of **transfers**. Please see www.mynl.co.uk for correct form.

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:

Confirm you are the Authorised Signatory & that you have the Authorising PIN Code

Employee Full Name

Employee Number

Effective Date of Change

Current Position Number (POSN)

The establishment the employee is with

Base Location within establishment e.g., Primary School etc

Reason for Termination

- Are the required pension forms completed?
- 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 emailed separately to the Team's channel.
- Temporary Reporting Manager (who staff are required to report too until post is filled)
- If any outstanding Annual Leave will be paid or taken prior leaving
- Any payments due to the employee, provide information on weeks due and payment due and specify what payment is for.
- Does the employee have a training bond?
- Is the employee an authorised signatory?
- If the employee is currently off sick (an abatement calculation is required)

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). Further information can be found here https://mynl.co.uk/wpfd_file/leavers-checklist-all-services/

9. Flexible or Phased Retirement

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:

- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of leaving
- Establishment the employee is with
- Base Location within establishment e.g., Primary School etc
- New hours
- Is the employee due any allowances?
- If so, what allowances are due.

- Supporting Documents will be required to be uploaded.
- Completed Work Pattern Spreadsheet to be uploaded.

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). Further information can be found here https://mynl.co.uk/wpfd_file/leavers-checklist-all-services/

10.   Career Break

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

This form should only be completed by an Authorised Signatory who has an email that ends with.**org.uk.**

The form should be used for <u>all</u> members of staff within the Education Establishment, including Teachers, Admin & Clerical, Bus Escorts, Dining Room Assistants, Breakfast Club Assistants, Early Years staff, ASNAs & Classroom Assistants.

- Manger name
- Managers Designation
- Confirm you are the Authorised Signatory & that you have the Authorising PIN Code
- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective date of Career Break
- Base Location within establishment e.g., Primary School etc
- Confirm if this is an extension to a current Career Break and confirm end date.
- Career Break Info – Was this agreed by a HR Business Partner
- Email the approval application form.

11.   Additional Information

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.

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 as displayed in the image below.

⊘ 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/

Print or get PDF of answers

Submit another response

New Authorised Signatories will be required to contact escprocessreengineering@northlan.gov.uk to obtain a new PIN code or please notify us of any other changes.

Please do not pass on PIN Codes to anyone.