



Employee Service Centre

Team Overview Access Form

To be completed by the Manager requesting the access and authorised by their line manager

Name of Manager requesting Team Overview access

Manager Employee Ref

Effective Date

Service

Structure Level 4

Structure Level 5

Specific Area/Dep(s) if reqd

Any other information

Does any other manager already have the exact access you require

If Yes, please enter name and employee no. of manager

Date Requested

Access Authorised By

Please forward completed form to Workforce Systems & Analytics Team at

ESC-WorkforceSystemsAdminTeam@northlan.gov.uk

To be completed by ESC Workforce Systems Team

Access set up by

Snapshot of role/Function/Data (if newly set up)

Date Set up