

## Resignation Process on mySelf

### Employee User Guide

Version Control

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### Version Control History

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### Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Senior HR Operations Advisor	Rhiannon Chisholm	11/09/2020	V1
Workforce Systems Development Lead (Acting)	Nichola Millen	08/02/22	V2

### Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Workforce Systems Development Lead	Mark Lennon	esc-workforcesystemsadminteam@northlan.gov.uk
Senior Advisor - Workforce Engagement & Website Administration	Alana Chalmers & Murray Hargrave	esc-workforceengagement@northlan.gov.uk

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**THIS GUIDANCE DOCUMENT IS FOR EMPLOYEES WHO WISH TO RESIGN FROM A POSITION (JOB)\* WITHIN THE COUNCIL, AND DOES NOT APPLY TO EMPLOYEES WHO ARE TRANSFERRING FROM ONE POSITION TO ANOTHER POSITION WITHIN THE COUNCIL. THERE IS A DIFFERENT PROCESS FOR TRANSFERS (INCLUDING PROMOTION) WHICH ARE AUTOMATICALLY ACTIONED BY THE EMPLOYEE SERVICE CENTRE. THIS GUIDANCE IS NOT APPLICABLE FOR RETIRALS/REDUNDANCIES. YOUR MANAGER WILL LIAISE WITH YOU IN THIS REGARD.**

**\* ON MYSELF, A JOB IS ALSO KNOWN AS A POSITION.**

# 1. How to Submit Your Resignation

*\*As a courtesy to your manager, please also verbally inform your manager of your intention to resign from your post(s)\**

Go to [www.northlanarkshire.goc.uk/myself](http://www.northlanarkshire.goc.uk/myself) and log in.

You will see 2 buttons – **Single Sign-on** and **A Different Account**

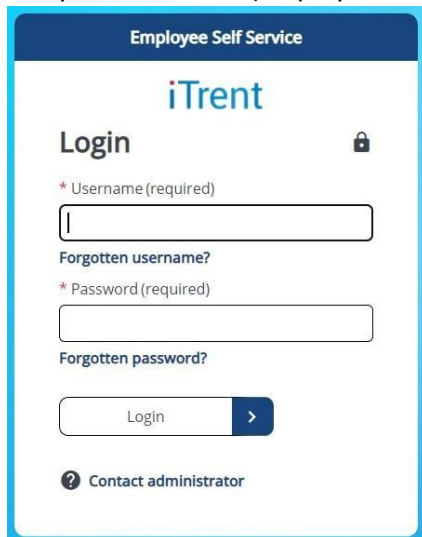
## Single Sign-on

Only use single sign on if you have been instructed to do so. (For single sign-on users, login information can be found [here](#))

## A different account

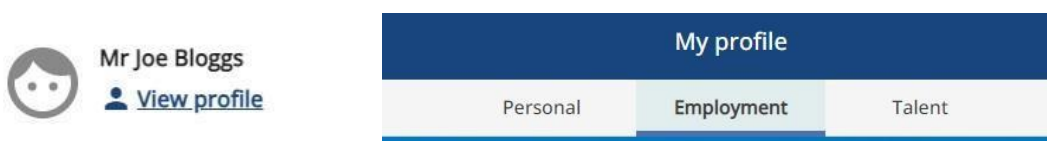
If you have not been instructed to use single sign-on, click on ‘A different account’ button to progress to the login screen.

Enter your **Username** (employee number) and **Password**.



The screenshot shows the 'Employee Self Service' login page for iTrent. It features a 'Login' section with a lock icon. There are two input fields: one for 'Username (required)' and one for 'Password (required)'. Below each field is a link for 'Forgotten username?' and 'Forgotten password?' respectively. A 'Login' button with a right-pointing arrow is positioned below the password field. At the bottom left, there is a link for 'Contact administrator' with a question mark icon.

Navigate to ‘**View Profile**’ at the top left of your homepage and click on the **Employment** tab:



Under **'Employment'** you will be able to view all current and previous positions that you have held within NLC. Click on the current job you wish to resign from:

**NB:** If you have more than one job, please ensure you select the correct job you wish to resign from.

An example is shown below:

#### My employment

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Period of employment ↑	Position	Department
12 Mar 2019 - present	Recruitment Advisor	Recruitment

**NB:** The following example is of an employee who has two jobs which have the same Job (Position) name and are also at the same location:

#### My employment

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Period of employment	Position	Department
12 Mar 2019 - present	Recruitment Advisor	Recruitment
16 Aug 2021 - present	Recruitment Advisor	Recruitment

If this is the case with you as an employee, there are some extra checks you can take to ensure you choose the correct job to resign from:

For example, the date you started the job appears both on the **My Employment** screen or when you click to open it, it appears on the current job details (see screenshot below).

Also, when opened, you can view the job's **Contractual hours** and the **Work pattern**. This information can help to ensure you select the correct job.


< Back to Employment

Current job details

Job details

Department Recruitment	Position reference 
Position name Recruitment Advisor	Personal reference 
Start date (dd/mm/yyyy) 12/03/2019	Payroll reference 
Contractual hours 17.50	
Work pattern C-17.5-2wk-wk1-th7-f7-wk2-w7-th7-f7	

Once the correct job has been chosen, within the **Current job details** page, scroll down to the **Resignation notification** section:


Please enter the date of your **Last working day** (not including annual leave), or use the  icon provided.

You must ensure you adhere to the **Notice Period** requirements, as below.

**Resignation notification**

After submission you will have a 48 hour period to change your mind by pressing Withdraw.

\* Last working date (dd/mm/yyyy) (required)



Resign from all positions

\* Resignation statement (required)

Tick this box **only** if you are resigning from all positions or leave unticked if you will still be working in another position within NLC.

Enter your Resignation statement in the box i.e. the reason you wish to resign.

Click 

## 2. Notice Periods

Employees must give minimum notice periods to their manager. Typically, an employee who is on Grade NLC 7 and below must give a minimum of 2 weeks' notice. An employee who is on grade NLC 9 and above must give a minimum of 4 weeks' notice. Third Tier posts require to give a minimum of 12 weeks' notice.

For more details, click on [Section 3 of Schedule A](#).

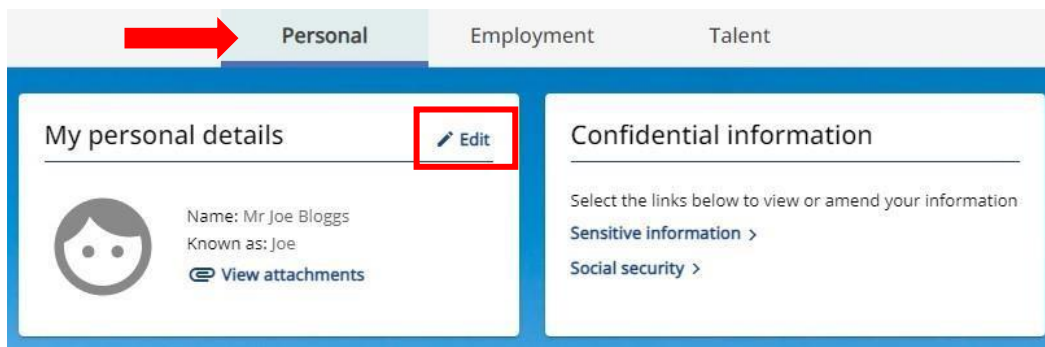
After you have clicked **Save**, you will receive the following email to the **user e-mail address** provided in your mySelf account:



## 3. Confirmation of your total number of jobs (positions)

Once you have saved your resignation request, you now need to confirm if you have more than one position (job) within the council, and if so, which service that job is based in.

Go to **Personal** tab in the 'My Profile' section and then select 'edit' under **My personal details** as shown below:



Scroll down to the bottom of the page and complete the three questions as identified by the **red arrows** shown below:

For example:

Additional fields

Please confirm if you have more than one current job with NLC:

Yes

If you've more than one position, please confirm the service name for Job 2:

Chief Executive's Office

If you've more than two positions, please confirm the service name for Job 3:

Chief Executive's Office

Save Cancel

## 4. Cooling Off Period

A **cooling off period (COP)** is a period of 48 hours which exists from the point in time you make a request before your manager is sent a notification email. They will then review your request, taking into account notice periods, and will also discuss the information as detailed in Sections 5, 6 and 7 of this guide.

If you wish to cancel your request, either during the COP or after it has expired, please refer to [Section 10 of this guide](#).

## 5. Annual Leave (if applicable)

Your manager will discuss with you how much Annual Leave you have outstanding (if any). All Annual Leave should be taken prior to your last working day and will only be paid in exceptional circumstances.



**Q.** What happens if an employee has taken more annual leave than they are entitled to, at the date of leaving?

**A.** The relevant HR Operations Team will make a deduction in the final salary. If the full amount is not able to be recouped, a letter will be sent to you from the relevant HR Operations Team, followed by an invoice with instruction and contact details for the Debtors department. This will allow you to discuss a repayment plan.

## 6. Personal Bonds

Personal Bonds are agreements between the employer and employee. If an employee has been on a course (e.g., work-based degree) and the employer has paid the fees, the employee may be liable to pay back any monies if they leave within a 2-year period after the course has ended. Your manager can advise you accordingly.

If any outstanding Personal Bonds (monies owed) are due, the payroll team shall make deductions from your final salary, as required.

## 7. Returning your ID/Equipment

Before you leave the Council, you must ensure you return any council-owned equipment, such as security fobs, ID badges, laptops, mobile phones, or other devices.

Please ensure you liaise with your manager in this regard.

## 8. Next Steps for Manager

Once your manager has reviewed and authorised your resignation, you will receive an email advising of the confirmation of your resignation. A communication will also be sent to the HR Operations Team, who will update the payroll team to process your final payment and update Strathclyde Pension Fund Office (if applicable).

## 9. P45/P60 Information

You will still be able to access mySelf for a period of 3 months after you leave the Council. Your P45/P60(s) will be available to view under the **My Pay** tab in the respective sections:

P60		
Tax year	Employment period	
2020/2021	06 Apr 2020 - 05 Apr 2021 (0416FO) (Doherty, John)	↓
2019/2020	06 Apr 2019 - 05 Apr 2020 (0416FO) (Doherty, John)	↓
2018/2019	06 Apr 2018 - 05 Apr 2019 (0416FO) (Doherty, John)	↓

If you have any difficulty accessing the information, please try a different web browser.

Some examples of web browsers can be used are Microsoft Edge, Google Chrome, Firefox and Safari (for Apple users).

## 10 Cancelling Your Resignation

Should you wish to cancel the resignation, you can delete it within 48 hours of it being submitted, which is the afore-mentioned Cooling off Period (COP), as detailed in Section 4.

On your **My Profile > Employment tab** select to the job you resigned from by clicking on it.


Navigate to the bottom of the screen titled **Resignation notification** and click on **Withdraw**.

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**Resignation notification**

After submission, you will have a 48 hour period to change your mind by pressing Withdraw.

\* Last working day (dd/mm/yyyy) (required)

28/01/2022 

\* Resignation statement (required)

Test Resignation Statement

Save Withdraw Cancel

### Q. What if I wish to cancel more than one resignation?

A. If you have resigned from more than one position and you wish to cancel all of these, you need to cancel each position on an individual basis, as described in the step above.

It is your responsibility to update the changes. You can cancel resignation dates in all positions, whilst the COP has not expired.

### Q. I wish to cancel my resignation but the cooling off period has expired:

**A.** Arrange to meet with your manager to discuss the resignation. The manager can then cancel the request(s) on your behalf, using myTeam.

## 11 Further Advice

For further assistance, please contact one of the applicable teams below:

**People Helpdesk Team:** [ESC-helpdeskteam@northlan.gov.uk](mailto:ESC-helpdeskteam@northlan.gov.uk) or call 01698 403151. **People Operations:**  
**ESCPeopleOperations@northlan.gov.uk**

**[END OF GUIDANCE DOCUMENT]**