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## North Lanarkshire Council

Employee Change Forms -  
For Managers on [northlan.gov.uk](mailto: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
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**Version Control**

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0.1	11/10/2022	Siobhan Shields	V1
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**Version Control History**

Document Name: Employee Changes Non-Teaching Guidance Note

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## Overview

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 form is tailored to the manager email address.

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:

[Payrun Schedules 2022/23 – My NL](#)

[Service Payrun Deadlines 2022-2023 – My NL](#)

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)**

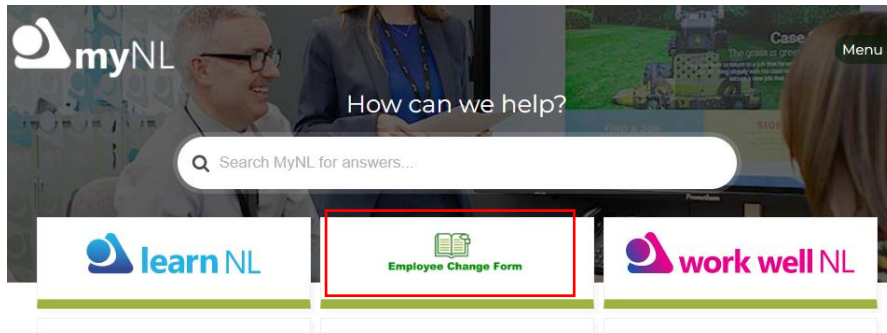
For reporting issues with the form please contact Process Reengineering Team.

### **Process Reengineering Team**

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

## 1. Sourcing the form

Go to: [MyNL.co.uk](https://myNL.co.uk) and access Employee Change Form Tile



Or use the following link [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 (not Inc. Standard Resignation)
- Employee Changes – Flexible or Phased Retirement

## 2. 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 information:

- Employee Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of Change
- Working Location Type
- Service



- Base Location within service e.g., Airdrie SW Locality
- Reason for change
- New Contractual Hours
- Contractual Status Change (if temporary change, the temporary end date)
- Completed Work Pattern Form
- Allowances Due (if applicable)
- 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:

- Employee Full Name
- Employee Number
- Current Position Number (POSN)
- Effective Date of Change
- Working Location Type
- Service
- 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
- 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
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- 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:

- Employee Full Name
- Employee Number
- Effective Date of Change



- Working Location Type
- Service
- Base Location within service e.g., Airdrie SW Locality
- Working Location Type
- Current Position Number (POSN)
- Substantive Post Name
- Substantive Post Position Number (POSN)
- If this is 52 week or Term Time post
- Substantive Post Location (Address of post)
- Substantive Post Grade and Salary
- Contracted Hours
- Completed Work Pattern Form for uploading
- 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
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- 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:

- Employee Full Name
- Employee Number
- Current Position Number
- Effective Date of Change
- Service
- Working Location Type
- 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
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- 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:

- Employee Full Name
- Current Position Number (POSN)
- Employee Number
- Effective date of new allowances
- Service the employee is with
- Working Location Type
- Base Location within service e.g., Airdrie SW Locality
- Select the allowances due
- Confirm details of new allowance
- Cash Preservation details (If applicable)
- Cash Conservation details (if applicable)
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- 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:

- Employee Number
- Current Position Number (POSN)
- New Position Number (POSN) **If Applicable**
- Effective Date of Change
- Employee Work location i.e., Hybrid or Site Based
- Service
- Working Location Type
- Base Location within service e.g., Airdrie SW Locality
- Smarter Working Change Type
- Location Change Details **If Applicable**
- Completed Work Pattern Spreadsheet
- Length of Change (if short term/trial, the end date is required)
- Employee's Smarter Working Application and Outcome Letter (for uploading)
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- 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:

- Employee Full Name
- Employee Number
- Current Position Number
- Effective Date of Change (this may impact pay)
- Working Location Type
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Completed Work Pattern Spreadsheet to be uploaded
- Length of change
- Allowances Due (Non-Core Hours/Nightshift Allowance)
- If the change is on behalf of the E&F HRBP – upload authorisation email.
- Authorising Manager Name and Job Title

## 9. Terminations (not inc. standard resignation)

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
- Working Location Type
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- Confirm if you are either HR BP/E&PA or Manager/Senior Manager
- Reason for Termination
- If discussion has occurred regarding pay implications (term time staff only)
- Supporting Documents e.g., Letter confirming retirement (if applicable)
- If pension forms have been completed
- Check if the employee is due any payments e.g. Redundancy
- Weeks due of pay in lieu (if appropriate)
- Amount of any payments due and reasoning
- Confirmation of annual leave taken to date
- If the employee has reporting manager responsibilities, a list of current managed employees will be required to be uploaded
- New Reporting Manager (who staff are required to report too until post is filled)



- Arrangement of IT system removal
- Return of non IT and IT equipment
- If employee has a training bond
- If the employee is an authorised signatory
- If the employee is currently off sick (This is needed as an abatement calculation is required)
- 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

Prior to completing this form, ensure a discussion with the employee has taken place regarding their change and the 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 Change
- Working Location Type
- Service the employee is with
- Base Location within service e.g., Airdrie SW Locality
- New hours
- Is the employee due any allowances
- Allowances Due
- Supporting Documents
- Completed Work Pattern Spreadsheet
- 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)



## 11. 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)

## 12 Additional Information


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.