

MY PEOPLE - MY TEAM CHANGES – NEW STARTER PROCESS

OVERVIEW

Ensure you have completed the Establishment Control Authorisation process (ECAN) and a post has been set up prior to commencing this process.

This MyView procedure will enable you to complete the starter process for a **New Employee** of the organisation, i.e. adding a new employee to an existing vacant post.

This process should be started once the successful applicant has been identified and should be started even if the applicant subsequently turns the offer down. If this happens the new starter details can be removed from MyView by the MyView Administration team. By doing this any delays in employment and payment can be avoided.

This process should be used for all employees and also for Agency staff with management responsibility. There will be a different MyView process required for you to set up 'Non Employees' i.e. Volunteers, Work Experience etc all of whom now need to be advised to HR.

There are multiple stages to the New Starter process. Each is described in detail in this guidance.

At any point after entering the Start Date (in the 'Post' step) you can '**Save**' what you have input so far and come back to the process to complete later. To find a saved (non-submitted) form go to:

My People / My Team / -select the employee - / My Team Changes / My Team Changes History

The **Starter Process** is accessed by managers from their **My People** tab as below:

- Click on the **My People** tab
- Click on **My Team Changes / My Team New Starter**
- Select the vacant post and click **Next**

Hint – If you click on [Show Employees] the screen will show any existing employees in the posts

STEP 1 – PERSONAL DETAIL

The information required to complete step 1 should have been gathered during the application and interview process

Any field shown with an * is mandatory and must be completed before you can continue.

- Complete all the mandatory fields in the **Personal** screen
- Click **Next**

If you don't have passport information to hand, you can come back and enter this later if you have saved the form. Once the form has been submitted any further updates will then need to be sent to MyView Support.

Personal Detail	
* Title	Captain ▼
* Legal First Forename	11
Other Forenames	11
* Legal Surname	11
* Legal Gender	Female ▼
* Date of Birth	04/09/2016 [calendar icon]
* Nat. Ins. No.	1
Passport Number	
Passport Expiry Date	[calendar icon]
Passport Country of Issue	▼

STEP 2 – CONTACT DETAIL

- Complete the **Contact Details** screen
- The postcode must be entered in the correct format i.e. TQ1 3DS
- Click **Next**

Contact Details - Home	
* Address Line 1	1 High Street
* Address Line 2	Paignton
County	Devon
* Post Code	TQ3 3RR
Home Phone Number	01803 390222
Work Phone Number	01803 208888
Mobile Phone Number	07878 787878 [x]
* Notification Email Address	william.walsh@test.com
<input type="button" value="Previous"/>	

STEP 3 – WORK PERMIT

If you are unsure if your new employee requires a work permit, please refer to the council's policy on 'Eligibility to Work in the UK' on the HR recruitment webpage. This should have been checked before you get to this stage in the process.

- If a permit is not required, click **Next**
- If your new staff member requires a work permit, click the **Add Work Permit** button and complete the fields in the screen. All the information needed to complete this screen should be on the employees work permit itself.

Work Permit

Help

Add Work Permit

Area

Type of ID

Registered Date

Valid From Date

Valid To Date

Extended To Date

Work Permit / Visa No.

Category

Cancel Add Work Permit Save Work Permit

- Click **Save Work Permit**, or, if you change your mind (or have selected **Add Work Permit** in error) click **Cancel Add Work Permit**

STEP 4 - POST

- Complete the fields in the **Post** screen
- The **Post title** will default in from the initial selection and cannot be changed at this point
- Type in the **Start Date** or select the date from calendar option available. This will be the date the employee is starting in this post.
- **Reason for Start:** Select from the dropdown list

New Starter (NEW) ▼

--- --Select-- ---

Agency Manager (AGENCY)

Fixed Term Contract (FIXED)

Maternity Cover (MATCOV)

New Starter (NEW)

Promotion (PROM)

Secondment (SECOND)

- **Local Government Continuous Start date:** If the employee has joined you from another employer who is in the 'Local Government' family the start date at this organisation should be added, otherwise re-enter the start date as this is a mandatory field.
- You will be required to provide proof of this date to HR and it's important that this date is included if applicable as it may affect entitlements. If you have any queries on this or if you want to check if a previous organisation qualifies, please contact HR for further advice

- Please note: Continuous Start Reason can be ignored.

Post Holding	
Post	Administrator 30 (TRAINING46) ▼
* Start Date	12/09/2016 
* Reason for Start	New Starter (NEW) ▼
* Local Government Continuous Start date	12/09/2016 
Continuous Start Reason	▼
* Contract Type	Probation (PROB) ▼
* Occupancy Type	Fixed Term (FTC) ▼

- **Contract Type:** Select **Probation**. This will be reviewed by HR.
- **Occupancy Type:** Select from the list (please see guidance of these below)

This is used by Torbay for Reporting & Monitoring (and may also be required for Government Returns). These categories will be used to group employees and non-employees, and therefore only some of these will be used during this process. The contract status should be specified during the Establishment Control process and when setting up a post. Please ensure you select the correct category and if in doubt please contact MyView Support

- Select ---
- Agency (AGENCY)
- Casual (CASUAL)
- Contractors (CONTRT)
- Exceptions (EXCEPT)
- Fixed Term (FTC)
- Member (MEMBER)
- Permanent (PERM)
- Secondment (SECOND)
- Term Time (TERMT)
- Volunteer (VOLUN)
- Work Experience (WORK)

Agency	This category could be used during this process if an Agency Worker is to be set up as a manager (but not paid) in MyView
Casual	Employees with Zero Hour Contracts
Contractors	Non-Employee – Worker only
Exceptions	To be used if none of the other categories ‘fit’ i.e. Employees from other organisations Devon Partnership Trust, Care Trust who Torbay are paying through their payroll
Fixed Term	Used where an end date has been specified for the employees contract
Members	Used for councillors only

Permanent	Employee with a permanent contract with no end date
Secondment	Employees who have been temporarily moved within the organisation (or from an outside organisation) to cover for a specified period of time for a specific purpose
Term Time	Teachers and other employees with a term time only contract
Volunteers	Non-Employee – Worker only
Work Experience	Non-Employee – Worker only

- When all the fields have been completed, click **Next**

STEP 5 – ROTA

- **Contracted Hours agreed.** This option defaults to Yes and does not need to be changed
- **Enter the Contracted hours per week.** This should be equal to or less than the number of agreed budgeted hours available on the post
- Click **Next**

The screenshot shows a form titled 'Rota'. It contains two main sections. The first section is 'Contracted Hours agreed (even if Zero)?' with two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected. The second section is '* Contracted hours per week' with a text input field. At the bottom of the form, there are two buttons: 'Previous' and 'Cancel'.

STEP 6 – SALARY

In Step 6 – Salary, the Pay Group and Grade Number fields are auto-completed from the post selected at the start of the process. This cannot be changed in this process

- From the drop-down, select the **Grade Point**.

Please refer to section '**NEW APPOINTMENTS**' in the **Pay Policy Document** available on <http://insight/employeereward.htm> which gives guidance on the grade point that can be appointed to:

“New appointees should be appointed at the bottom of the advertised grade for the post, unless the Recruiting Manager can provide a clear rationale for appointing higher within the grade. The case for appointing at a higher than the bottom of the grade must be robust enough to resist the challenge of an equal pay claim. In line with current equal pay guidance, the rationale must provide clear reasons for needing to pay the new appointee higher within the grade, and must be based on material factors, such as the need to appoint someone with specific experience and qualifications at a higher point within the grade. Suitable evidence should also be provided to support the rationale, for example, where there is a

skills shortage for a particular job role requiring specific skills/expertise. This is to ensure consistency and equal treatment of employees who are doing equal or like work within the same pay grade and compliance with current Equality legislation.

The Recruiting Manager must submit their written rationale and evidence to support this to the Human Resources for approval before making the decision to pay a new appointee higher within the advertised pay grade. Please refer to the Market Forces Request form which can be found on:

<http://insight/employeeaward.htm>

For further information, please contact Human Resources.

Level and Salary

Pay Group: Pay Group Torbay Council Monthly Starter (PGTCMS)

Grade Number: Grade D (GRADE D)

Grade Point: 14 - 16481.00

Hourly Rate: 8.54

Help

- Click **Next**

STEP 7 – COMPLETE JOIN

- Click **Next** (no further input is required on this screen)

Personal | Contact | Work Permit | Post | Rota | Salary | **Complete Join** | Check List

Complete Join

Use the Next button to review the checklist before completing the starters process. Once this process has been submitted any changes to the start date will need to be notified to HR using the 'Change to employees Start Date' form which can be found in My Team Forms. The employee will show in your My People tab once the starter process has been authorised and an employee number has been allocated.

Previous | Save | **Next** | Submit

STEP 8 – CHECKLIST

- Tick the boxes if you have received and forwarded the necessary information to HR. If a box has not been ticked HR will follow up and ensure all documentation is received.
- If you are still gathering this information ensure that you submit the New Starter process for authorisation. The New Starter Process should not be delayed whilst you are collecting the required documentation.

Eligibility to work in the UK - checked ?	<input type="checkbox"/>	Signed Self Declaration received (if applicable) ?	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	Signed Childrens Deceleration received (if applicable) ?	<input type="checkbox"/>
Job Description	<input type="checkbox"/>	Pre Employment Questionnaire received ?	<input type="checkbox"/>
Ref 1 received ?	<input type="checkbox"/>	Signed Market Supplement Form received (if applicable) ?	<input type="checkbox"/>
Ref 2 received ?	<input type="checkbox"/>	Signed Financial Interests received (if applicable) ?	<input type="checkbox"/>
Ref - to cover 5 years received (if applicable) ?	<input type="checkbox"/>	DBS received (if applicable) ?	<input type="checkbox"/>
HCPC received (if applicable) ?	<input type="checkbox"/>	Qualifications received (if applicable) ?	<input type="checkbox"/>
Market Force Form received (if applicable) ?	<input type="checkbox"/>	Interview Questions ?	<input type="checkbox"/>
ECAN received (if applicable) ?	<input type="checkbox"/>		
Signed Appointment Letter received ?	<input type="checkbox"/>		

AUTHORISATION AND EMAILS

- The details will be sent to HR who will add any additional information to the record if required, and if approved by HR the employee will be sent a 'holding' email containing details of the employment.
- If the record is rejected at any stage you will receive an email.
- Once the record has been finalised and set up you will receive a confirmation email confirming the Employee number and details about any additional steps that you need to take

- On the start date you will receive an email asking you to confirm by reply that the new employee has commenced. **Managers must respond to this email** or the new employee will not be paid.
- On the start date you will need to ensure that the employee has registered for MyView and updated any personal details, including bank account details. **If the bank account details are not updated the new employee will not be paid.**

GENERAL

- Any change of Start Date which occurs after this process has been submitted should be notified via the **Change of Start Date form** which can be found in **MyView / My People / -select the employee- / My Team Forms / Change of Employee Start Date.**
- If the employee fails to arrive on the allotted start date, after contacting the employee to find the reason for this either complete a **Change of Start Date form** or contact HR by email so they can input a leave date on the record.
- Once the employee has started you will then need to follow the induction and probation guidance.
- Always notify HR as soon as you know of any changes that may affect this process in order to prevent any over payments.
- You will need to complete all the necessary IT forms for network access and parking permits/security access.

MyView for Managers - NEW STARTERS



MyView - Employee Starter Process

