

## **MY PEOPLE - MY TEAM CHANGES – CONTRACTUAL HOURS – CHANGES**

### **OVERVIEW**

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Before using the process in this guidance please consider the options below to ensure that you have gained the relevant agreement required. It may be necessary to obtain organisational approval to change an employees hours and the points below will give you guidance as to whether this would be necessary before completing the MyView process. Regardless of whether organisational approval is needed or not, the MyView process will ALWAYS need to be completed.

#### **(1) Decrease in Employee Hours**

If you have identified the requirement to decrease the hours worked by one of your team members you should follow this process.

- **Temporary reduction lasting less than 3 months** – no formal organisational authorisation is required, however, you should discuss any temporary reduction and the reason with HR prior to agreeing to the employee request and before making the necessary changes via MyView.
- **Permanent or Temporary reduction lasting more than 3 months** - you will need to ensure that the Flexible Working Request Policy has been followed and that any reduction for more than 3 months either permanent or temporary has been approved by HR and the relevant Senior Management Team. Managers should not complete the MyView process until this has been agreed.

Please refer to the policy on: <http://insight/worklifebalance.htm>

The submission of the MyView process will reduce the employee's hours and not the budgeted hours of the post they sit in. For example, the original budgeted hours of the post may be 37 hours, but you could reduce the employee's hours and fill that post with a part time 30hr person. The post will not change unless you go through the ECAN / Restructure process.

#### **(2) Increase in Employee Hours**

When you are increasing an employee's hours, regardless of the original ECAN (Establishment Control Authorisation) agreement, you will need to complete a new ECAN Hours Form.

The ECAN form for Increase in Hours can be found on **MyView / My People / -Select an individual from your Team- / My Team Forms / Establishment Control – Increase Hours**.

Once the form has been completed, submitted and appropriately authorised you can then go ahead and increase the hours on the employee using this MyView process.

For example, you may have a full time 37 hour post and the employee is currently only part time working 20 hours. You are able to use this process to increase the hours up to 37 hours, but you must have received the appropriate ECAN authorisation to do this.

## MY TEAM CHANGES – CHANGE TO HOURS (TORBAY COUNCIL)

In order to change the hours worked by one of your employees you need to select the option from the side bar. You do **NOT** select the employee first. At any time along the process you can **Save** the input and come back to it later: **MyPeople / My Team / -select the employee- / My Team Changes / My Team Changes History**

### STEP 1 – SELECT EMPLOYEE & POST

- Select the employee and correct post from the team list available.
- If the employee holds more than one post within your team you will need to select the post you wish to change at this point
- Click the **Next** button

**Contractual Hours - Changes** [Leavers Guide](#)

These processes will allow you to make changes to your employees based on your initial selection. This includes the recruitment of and changes to employees within your team, depending on the option selected.

Use the options below to either select the relevant employee (if making changes to an employees post) or the post that you are recruiting into.

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Search

Employee Name	Employee Number	Post	Employee Information
<input type="checkbox"/> Chevy Chase	CSTR001	Manager	
<input checked="" type="radio"/> Charlotte Crisp	CSTR018	Administrator 1	
<input type="radio"/> Caroline Chester	CSTR019	Administrator 2	

### STEP 2 – CHECK EXISTING EMPLOYMENT DETAILS

- Employment History Details are shown on the next screen for your information. If these are incorrect please discuss with HR before proceeding.
- Click the **Next** button

**Contractual Hours - Changes (Charlotte Crisp, CSTR018)** [Leavers Guide](#)

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**Please select the HELP button for further guidance**

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Employment Details

Details of the employees post since commencing including changes to hours and hourly rates of pay in line with pay awards

Post	Start Date	Post End Date	Effective Date	Reason	Contracted Hours	Basic Salary/Rate
Administrator 1	01/02/2016		01/04/2016	New Starter	0.0	8.54
Administrator 1	01/02/2016		01/02/2016	New Starter	37.0	8.41

### STEP 3 – UPDATE EFFECTIVE DATE & CHANGE REASON

- **Post** – Default information is auto-filled based on initial selection and cannot be changed at this point
- Select the **Change Reason** from the drop down list (currently only 'HOURS' is available)
- Select the **Effective Date**
- **Contract Type** - This is a view only field and is maintained by HR
- Click **Next**

### STEP 4 – CONFIRM NEW WEEKLY HOURS

- Leave the first field as '**Amend Contract Hours**'
- Overtyping the contracted weekly hours to the new value
- Click the **Next** button

## STEP 5 – SALARY

This screen is for information purposes.

- Click the **Next** button

## STEP 6 – COMPLETE / SUBMIT THE CHANGE

Use the **Submit button** on the complete screen to finalise the change.

## AUTHORISATION & EMAILS

HR will need to authorise the process (checking against ECAN records if required).

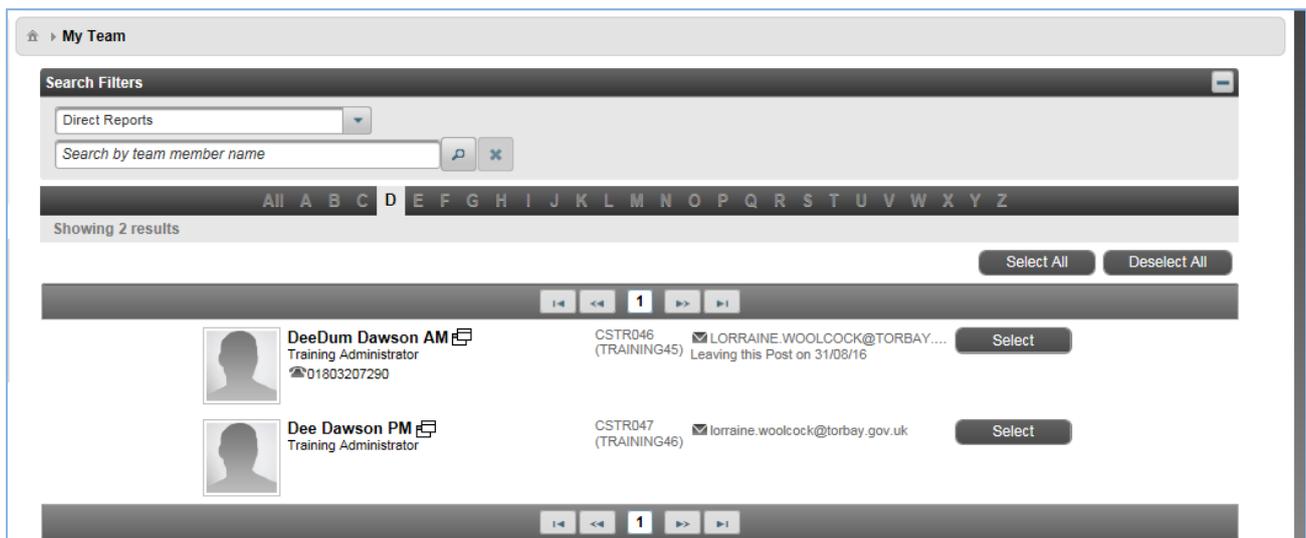
Once authorised and updated the **employee** will receive an email confirming the change.

Once actioned the **manager** who completed the form will receive an email reminding them to inform HR of the change in working pattern. This needs to be completed and emailed back to Payroll ASAP.

### CHECK THE CHANGES MADE (ADVISORY)

You will receive an email once the change has been authorised. At that point we recommend that you review the changes.

- Select the **My Team** option from the left hand menu
- Click on the name of the employee you have changed



- Select the **Post Details** tab
- If the employee has more than one post, choose the correct post at the top of this screen

Personal Details

Post Details

Post	Description	Start Date	End Date	Main Post
20000	Finance Admin	01/04/2016		
▶ 50049	Administrator	01/02/2016		Y

DETAILS

Post	50049	Administrator
Post Grade	GRADE G	Grade G
Start Date	01/02/2016	
End Date		
End Reason		
Service In Post	4 months 16 days	
Projected End Date		
Main Post Flag	Y	
Occupancy Type	PERM	Permanent
Location	222	222 Human Resources Civic
+ Contract Hours	20	
Weeks Per Year	45.00	
FTE	0.54	
+ Cost Centre Detail	Source: Post Definition	
+ Organisation Structure	TORBAY HR	MyView

You should now be able to view the details of the post for this employee and the contract hours should reflect the change made. Click on the purple + icon alongside **Contract Hours** to see the history of these changes.

Contract Hours History		
Start Date	End Date	Contract Hours
01/06/2016		20
15/05/2016	31/05/2016	30
01/02/2016	14/05/2016	37

## CHECK LEAVE ENTITLEMENT

- Leave Entitlement is automatically recalculated based on the change and the effective date entered. The change will only show in the **My People / Leave Entitlements** screen once the effective date has passed.



Employee Contractual Change of Hours Process

