My People - My Team Changes – Contractual Hours – Changes

OVERVIEW

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) <u>Decrease in Employee Hours</u>

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 <u>should not</u> complete the MyView process until this has been agreed.

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

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					
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 se	elect the relevant employee (if making c	hanges to an employees post) or	the post that you are recruiting into.		
				Save	
Search					
Search for Employee					
Employee Name	Employee Number	Post	Employee Information		
Chevy Chase	CSTR001	Manager			
Charlotte Crisp	CSTR018	Administrator 1			
O Caroline Chester	CSTR019	Administrator 2			
				Next	
Previous			Save Su	ıbmit	

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 Ho	Contractual Hours - Changes (Charlotte Crisp, CSTR018)					
These processes w within your team, o	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 be	elow to either selec	t the relevant employe	e (if making changes t	o an employees po	st) or the post that you are	recruiting into.
Please select the	HELP button for	further guidance				
						Save
Employment Deta	Employment Details Close Help					
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
Previous Cance	el					Next Save Submit

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

Post Rota Salary	Complete
Post	Close Help
Enter the effective date of the	e change to the employees hours and a reason for the change.
Post	Administrator 29 (TRAINING45)
Start Date	01/02/2016
*Change Reason	Hours (HOURS)
*Effective Date	07/07/2016
* Contract Type	APT&C and Teachers (ENT)
	News
Previous	Save Submit

STEP 4 – CONFIRM NEW WEEKLY HOURS

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

Post Rota Salary	Complete
Rota	Close Help
Enter the new weekly hours these hours will be paid at.	s for the employee. These will be effective from the date selected on the previous screen. Select Next to review the grade and scale point that
Do you want to amend contract hours?	○ Keep Current Hours
*New Contracted hours per week	15.00
Previous Cancel	Next Save Submit

Step 5 – Salary

This screen is for information purposes.

Post Hours Salary	- Complete	
Level and Salary	Close Help	
Below is the grade and scale	point, along with the actual annual salary for the new hours.	
* Grade Number	Grade D (GRADE D)	
Grade Point	14 - 16481.00	
Hourly Rate	8.54	
New Annual Salary	8908.66	
Previous	Nex Save Subm	t

• Click the Next button

STEP 6 – COMPLETE / SUBMIT THE CHANGE

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

Post Hours Salary Complete	
Complete	
Once this process is submitted it will need to be authorised by your line manager before the changes are confirmed. If t of this change is in a previous month (previous pay period) then the employee may have been overpaid. In this situation the next salary payment. Details of which will be confirmed on the employees pay document.	he hours have been reduced and the date n the employee may see an adjustment in
Previous	Save Submit
The changes have been submitted for action by your line manager before the changes are upd	ated.
If the hours have been reduced and the date of this change is in a previous month (previous have been overpaid. In this situation the employee may see an adjustment in the next sal confirmed on the employees pay document.	ous pay period) then the employee may ary payment. Details of which will be
Any increase in hours for a date in a previous month may result in the employee receiving an ad back pay. Details of which will be confirmed on the employees pay document.	justment in their next salary payment for
	Close

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

π̂ → My Team	
Search Filters	8
Direct Reports	
Search by team member name	
AIIABC <mark>D</mark> EFGHI	IJKLMNOPQRSTUVWXYZ
Showing 2 results	
	Select All Deselect All
DeeDum Dawson AM Training Administrator ©1803207290	CSTR046
Dee Dawson PM E Training Administrator	CSTR047 (TRAINING46) ^{IM} Iorraine.woolcock@torbay.gov.uk Select

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

Perso	onal Details	Post Details					
	Post	Description		Start Date	End Date	Main Post	
	20000	Finance Admin		01/04/2016			
►	50049	Administrator		01/02/2016		Y	
DET	TAILS						
	Post		50049	Administrator			
	Post Grad	de	GRADE G	Grade G			
	Start Date	e	01/02/2016				
	End Date						
	End Reas	on					
	Service In Post		4 months 16 days				
	Projected End Date						
	Main Pos	t Flag	Υ				
	Occupan	су Туре	PERM	Permanent			
	Location		222	222 Human Resourc	es Civic		
+	Contract	Hours	20				
	Weeks Per Year		45.00				
	FTE		0.54				
+	+ Cost Centre Detail		Source: Post D	efinition			
+	Organisa	tion 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.

