



MyView Leavers user guide for managers

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Introduction

This guide should be used in conjunction with [Leaving the College](#) information on the Staff Intranet.

Leavers Process

If you plan to leave the College you should make your intention known to your manager, with the appropriate notice period detailed in your [Terms and conditions of employment](#) or your contract.

On accepting the resignation, the manager will initiate the Leavers process using MyView (detailed below). The member of staff leaving the College will receive an email asking them to log into MyView and approve the leaver's action. Once approved the request is submitted to HR for processing.

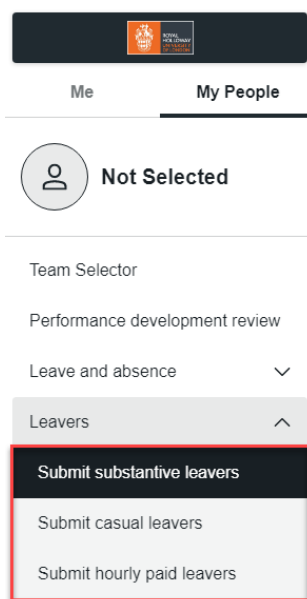
MyView Leavers forms

Once the staff member has confirmed they are leaving there are two additional forms that may need to be completed by the manager:

- **Leavers holiday claim form** - This form only needs to be filled in if there is agreed outstanding holiday to be paid to the staff member. This should only be used in exceptional circumstances.
- **Leavers post update form** - This form is only required if the staff member is a line manager and is not being replaced in their post. This information is used to control who current direct reports should report to once the manager leaves.

Manager – initiating the leavers process on MyView

1. Click on the **My People** tab
2. Ensure that no staff members are selected in the team selector menu.
3. Expand the **leavers** menu to the left of the screen
4. Depending on what post the employee is leaving from, there are three options to pick from:
 - **Submit substantive leaver** – use this option for staff members who are paid a fixed salary each month.
 - **Submit casual leaver** – use this option for casual members of staff
 - **Submit hourly paid leavers** -use this option for other hourly paid staff (Includes visiting lecturers and other hourly paid staff, but not casuals).



Leavers Screen

NOTE: If you are unsure whether the staff member has other posts, selecting **leaving the college** and clicking **next** will show you all of their posts. If you are unsure if they are leaving the other posts that do not report into you, only make the staff member a leaver for the post you are sure about.

1. Select the staff member using the radio button and click **next**.

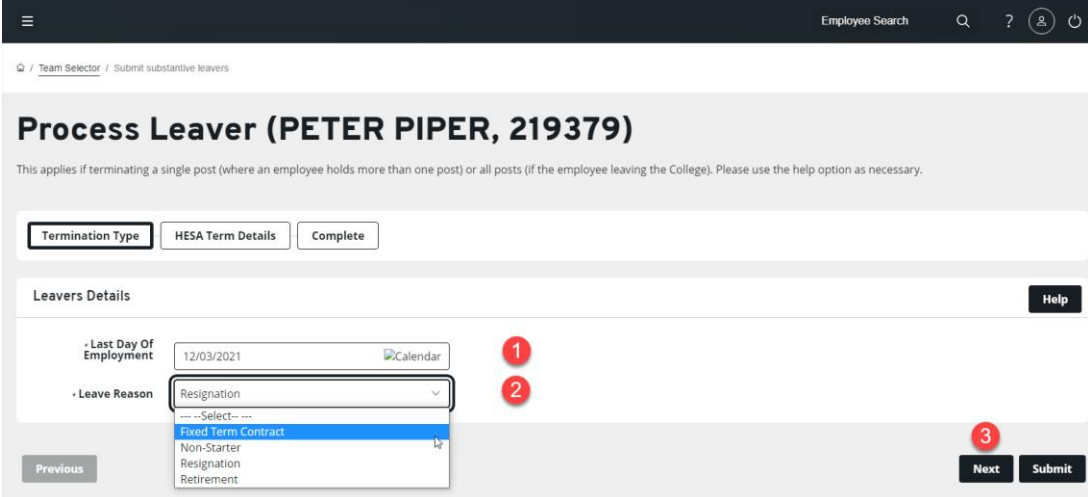
Employee Name	Employee Number	Post	Employee Information
MANAGER NAME	218948	HR Manager (011888)	
<input checked="" type="radio"/> STAFF-MEMBER NAME	218949	HR Administrator (011887)	

Previous Next
Submit

2. Enter the **last day of employment** and select a **leave reason** from the drop-down list. The last day of employment is the last day of service that the staff member is contracted to work.

NOTE: If the last contractual day is a Friday, input the last day as the following Sunday to ensure the leaver receives payment for the full week, including outstanding annual leave.

3. Enter the **Leave Reason**, select from Fixed Term Contract, Non-Starter, Resignation or Redeployment. Select Next.



Process Leaver (PETER PIPER, 219379)

This applies if terminating a single post (where an employee holds more than one post) or all posts (if the employee leaving the College). Please use the help option as necessary.

Termination Type: HESA Term Details Complete

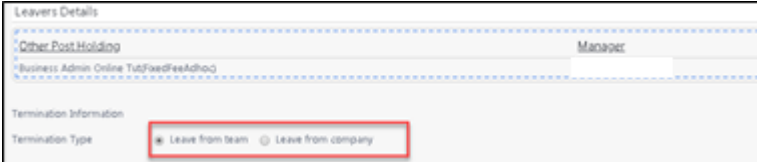
Leavers Details

Last Day of Employment: 12/03/2021

Leave Reason: Fixed Term Contract

Previous Next Submit

4. If the member of staff holds multiple roles you will be asked whether they are leaving the team or the College fully.



Leavers Details

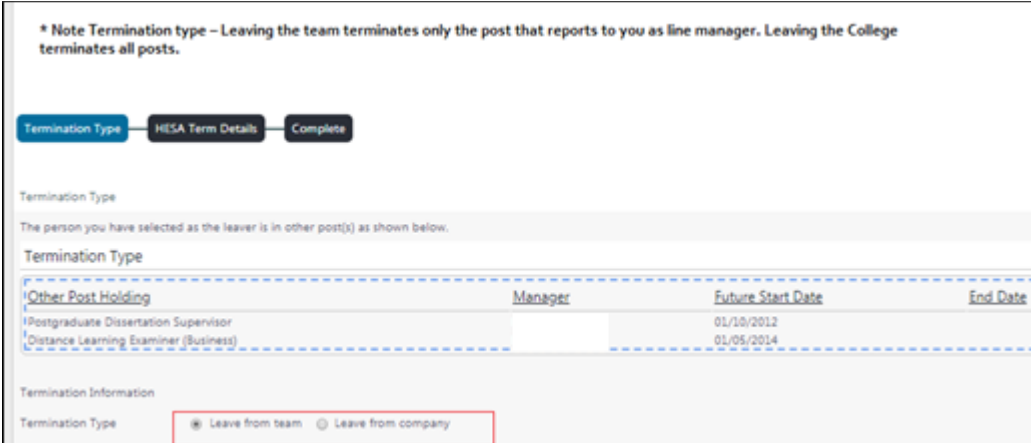
Other Post Holding: Manager

Business Admin Online Tut/FixedFee/Adhoc

Termination Information

Termination Type: Leave from team Leave from company

NOTE Leaving the team terminates only the post that reports to you as line manager. Leaving the College terminates all posts.



* Note Termination type – Leaving the team terminates only the post that reports to you as line manager. Leaving the College terminates all posts.

Termination Type: HESA Term Details Complete

Termination Type

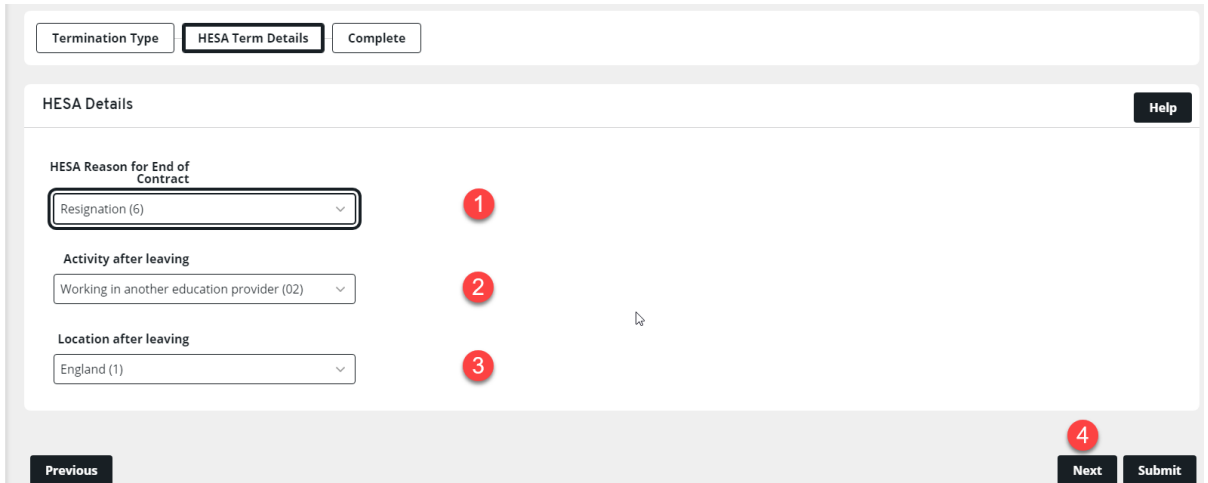
The person you have selected as the leaver is in other post(s) as shown below.

Other Post Holding	Manager	Future Start Date	End Date
Postgraduate Dissertation Supervisor		01/10/2012	
Distance Learning Examiner (Business)		01/05/2014	

Termination Information

Termination Type: Leave from team Leave from company

5. Select **HESA** and provide associated termination from the drop-down list/s. Where information is not known, please ask your staff member to ensure that it is entered during the authorisation process.

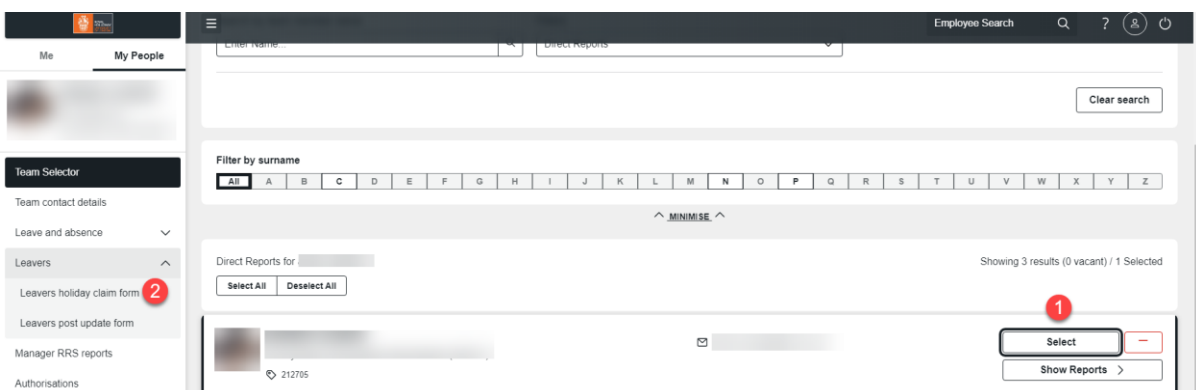


6. Click **submit** to submit the Leavers Form to complete the managers action.

An email notification will be sent to the staff member who is leaving for them to fill in their part of the leavers process. Once this is completed, the information will be sent for HR to action.

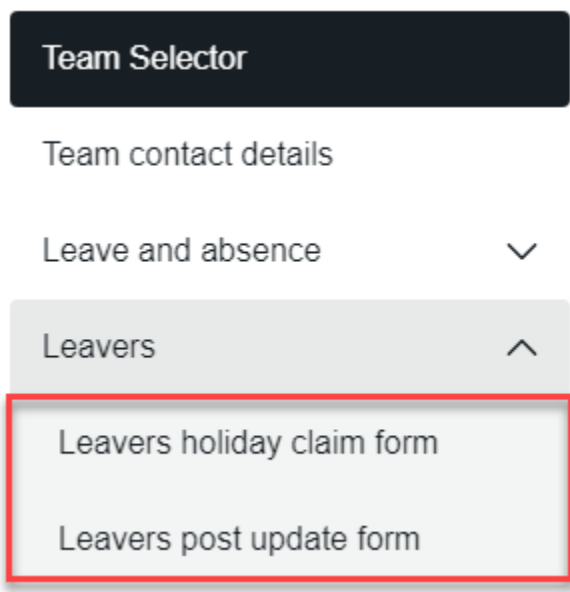
Additional forms

Once the staff member has confirmed they are leaving, there are two MyView forms that may need to be completed. To access these forms the leaver needs to be selected using the **team selector** feature under the **My People**.



This will allow the following two menu items to be available:

- **Leavers holiday claim form**
- **Leavers post update form**



Leavers Holiday Claim Form

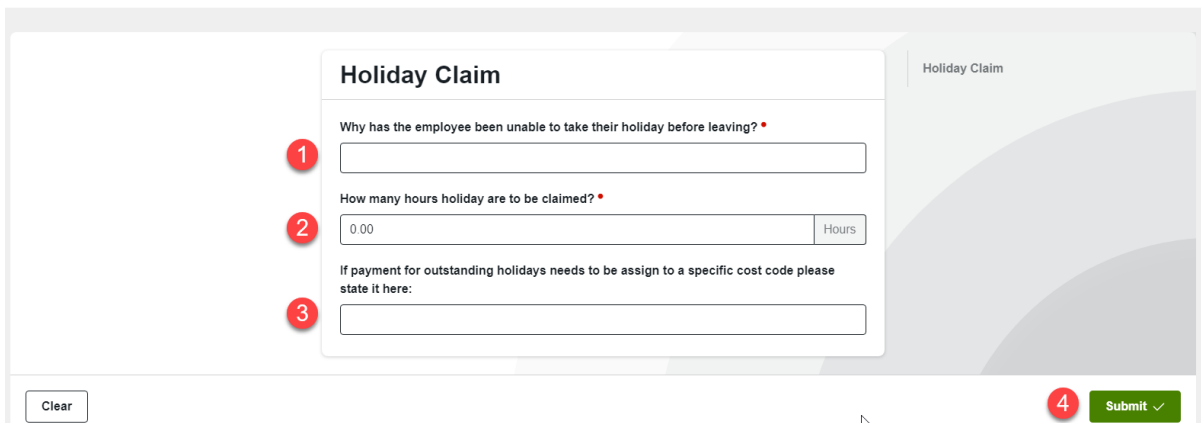
This form only needs to be filled in if there is agreed outstanding holiday to be paid to the employee. This should only be used in exceptional circumstances.

NOTE: This form must be submitted prior to Payroll cut off on the last month before the employee leaves the College.

[Home](#) / [Team Selector](#) / [Leavers holiday claim form](#)

Leavers Holiday Claim

In normal circumstances leavers should use any outstanding holiday entitlement (pro rata) before their leave date. In exceptional circumstances, where this has not been possible a payment can be requested for any outstanding entitlement. Where authorised this will be paid in the final pay.



The screenshot shows the 'Holiday Claim' form. It has a title 'Holiday Claim' and a breadcrumb 'Holiday Claim'. The form contains three numbered steps:

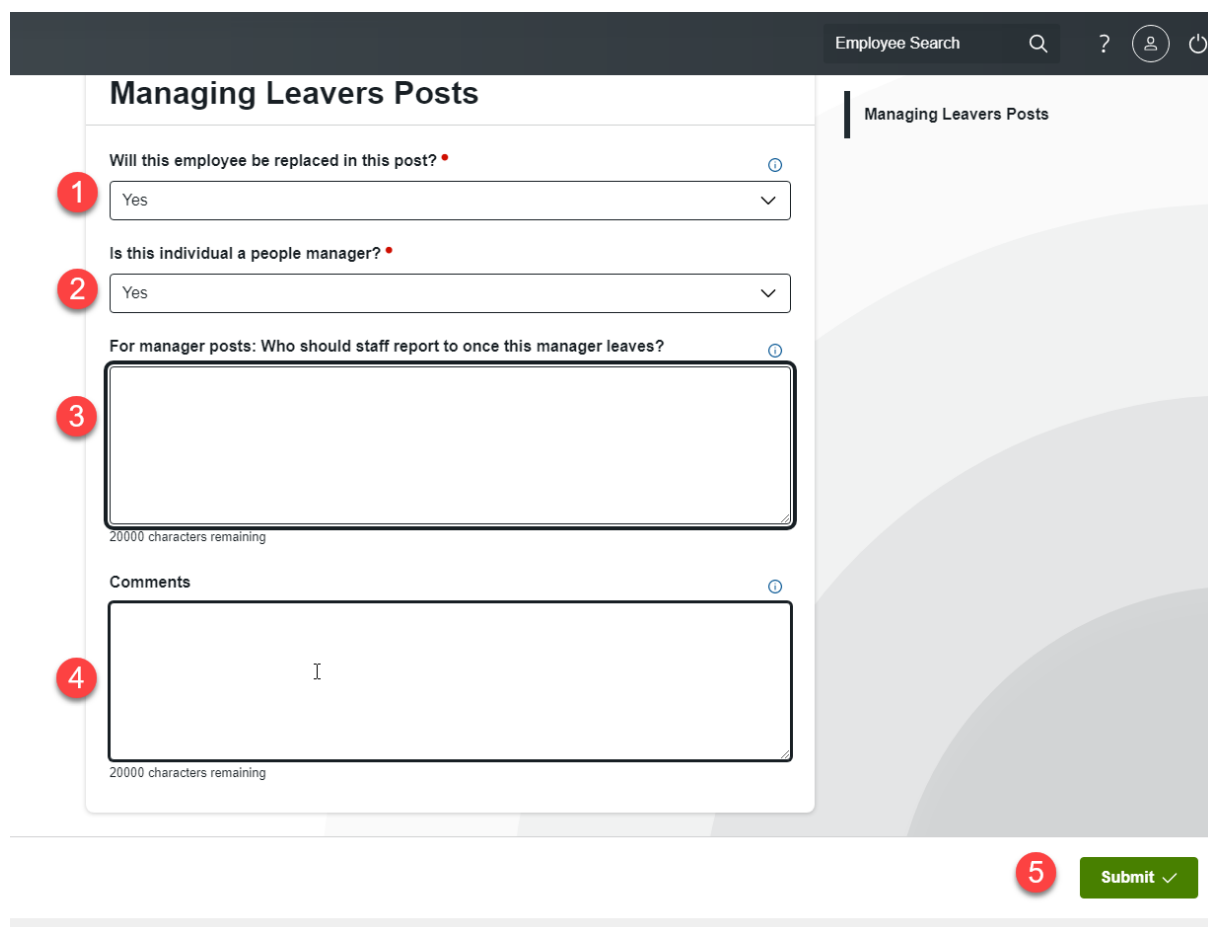
1. Why has the employee been unable to take their holiday before leaving? *
2. How many hours holiday are to be claimed? * (Input: 0.00, Unit: Hours)
3. If payment for outstanding holidays needs to be assign to a specific cost code please state it here:

At the bottom, there is a 'Clear' button on the left and a 'Submit' button with a checkmark on the right.

- 1 Enter a reason for why the employee has been unable to take their holiday before leaving. This is a mandatory field.
- 2 Enter how many hours are to be claimed for. For partial hours this should be entered as a decimal. e.g. 7.5 hour for seven and a half hours.
- 3 If the payment for outstanding holidays needs to be assign to a specific cost code, please state it here. The claim will not be processed without a valid cost-code so make sure this is entered accurately.
- 4 Click **submit**. This will then be sent to HR for approval and processing. **NOTE:** This form must be submitted prior to Payroll cut off on the last month before the employee leaves the College.

Leaving managers post form

This form is only required if the person is a line manager and is not being replaced, short or long term in their post. This information is used to control who any direct reports should report to, once the manager leaves.



Employee Search 🔍 ? 👤 ⏻

Managing Leavers Posts

Managing Leavers Posts

1 Will this employee be replaced in this post? •

Yes

2 Is this individual a people manager? •

Yes

3 For manager posts: Who should staff report to once this manager leaves?

20000 characters remaining

4 Comments

20000 characters remaining

5 Submit ✓

- 1 Enter whether the employee will be replaced in the post
- 2 Enter whether the individual is a manager of people
- 3 This shows only if you have answered yes to the person being a manager: Enter who should staff report to once this manager leaves
- 4 Enter any **comments** you want to pass onto HR
- 5 Click **submit** to send the form to HR

Logging off

When you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data off system to ensure compliance with GDPR.