

Q1. I've submitted the wrong termination date on the MyView Leaver form – what should I do?

A1. If your original leaver form has not been authorised, you can withdraw your request and resubmit. You can check the status of your Leaver form by going to Manager Form History. Guidance available [here](#).

If you have received email confirmation your Leaver form has been authorised, please email the Payroll and Reward Team at payrollandreward@pkc.gov.uk without delay and Payroll will amend the record accordingly.

Q2. Will I be able to authorise any leave requests once I have submitted a leaver form in MyView?

A2. Yes, you will be able to authorise or reject leave requests, car mileage and expenses claims and eforms etc. However, once the employee's termination date is reached, the employee will disappear from your reporting line, and you will be unable to action any of their outstanding MyView requests.

Q3. My employee is currently off sick; can I still record a termination for them in MyView?

A3. Yes, however you should close off any sickness absence prior to recording an employee's leaver form in MyView.

Q4. I have authorised further annual leave for the employee so the outstanding leave I recorded on the MyView Leaver form is incorrect – what should I do?

A4. Please call the Payroll and Reward Team immediately on 75555 (option 3) or email payrollandreward@pkc.gov.uk if there has been a change of circumstances. Payroll will adjust the employee's final payment accordingly. If assistance is required with calculating a revised balance of leave, your call/email maybe transferred to the MyView team.

Additional [guidance](#) is available to assist with the calculation of annual leave for employees leaving their employment.

Q5. My staff member is leaving the Council and I'm aware they have another post, reporting to a different manager – should a MyView Leaver form be submitted for each of the posts?

A5. Yes, a leaver form should be submitted by each of the reporting managers so Payroll can terminate the employee correctly in each of their posts.

If another manager has submitted a leaver form in MyView and it has been authorised by Payroll, an end date will show in MyView and you will be unable to submit another leaver form. Please call Payroll and Reward immediately on 75555 (option3) or email payrollandreward@pkc.gov.uk if you believe the end date recorded is incorrect.

Q6. Should I still send the employee's Resignation Letter and Acknowledgment letter to Employment and Payroll Services?

A6. No. Managers have access to upload documents to the employee's personal file on MyView. The manager should upload the Resignation Letter and Acknowledgment letter to the **Resignation** Folder in **MyTeam Documents**. Further guidance is available on how to upload documents to [MyTeam Documents](#).

Q7. I submitted a MyView Leaver form 2 months ago. Why haven't I heard anything further?

A7. Payroll cannot authorise the MyView Leaver form until the month in which the leave date falls. Therefore, depending on the date the form was submitted, and the termination date recorded, there may be a slight delay with the manager receiving an email confirmation of their leaver form.

Managers should not delay recording the termination in MyView as Payroll must be notified in advance of an employee's termination.

It is also important to remember if the information stated on the original leaver form has changed, i.e., the amount of outstanding leave; you must contact Employment and Payroll Services immediately. Please refer to Question 4 for further information.

Q8. Can I check the progress of a MyView Leaver Form while it is awaiting authorisation?

A8. Yes, managers can check the progress of their submitted form by selecting the relevant employee from their **Team Selector** and clicking on **Manager Form History** from their left-hand menu in MyView. Further guidance is available on how to use [Manager Form History](#).

If you require any assistance submitting a MyView Leaver form, please email the MyView Team on myview@pkc.gov.uk.