

MyView Leavers

This guidance covers how to record a termination on MyView for employees leaving their employment with Perth & Kinross Council, or for those who are leaving an individual post with other posts still active within the Council. Employees will submit a resignation form on MyView with leaving information prior to leaver form being processed.

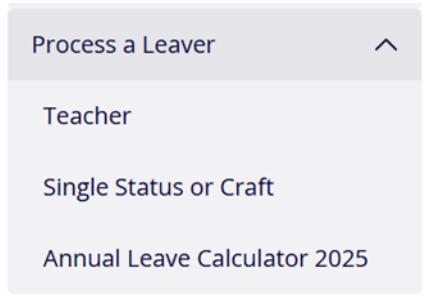
An [On The Move](#) discussion should have taken place before the manager submits a leaver form on MyView. An agreed termination date should be confirmed with the employee and any arrangements should be made to bring annual leave and flexi balances (where applicable) to zero.

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

Please note, if applicable managers should close off any sickness absence prior to recording an employee's leaver form on MyView.

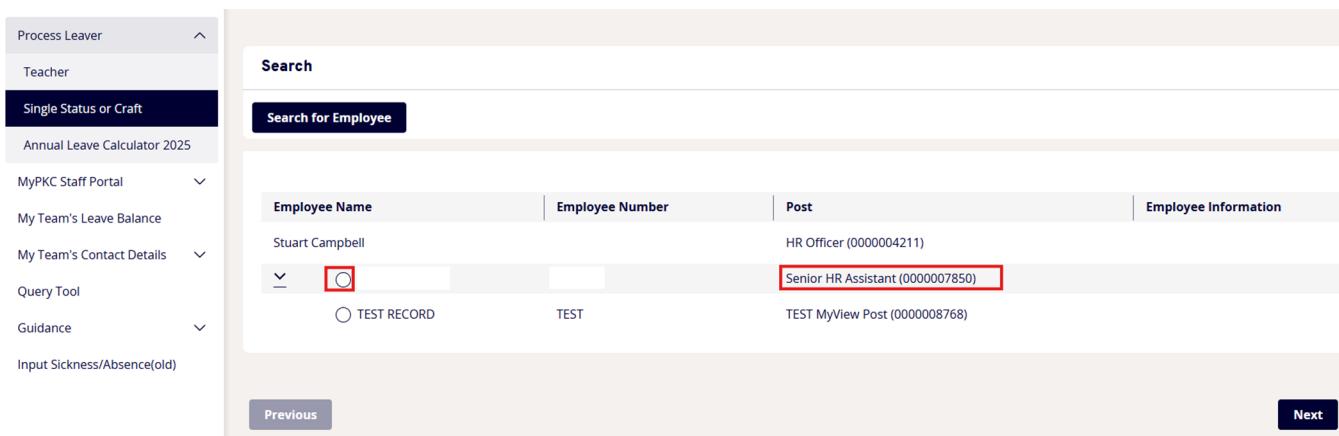
How to Submit a MyView Leaver Form

- Go to your **My People** tab and click on **Process a Leaver** from your left-hand menu on MyView. Please make sure not to select employee in Team Selector first as this is not required.



- Select **Teacher, Single Status or Craft** depending on employee's terms and conditions.
- Select the employee who is leaving and then click on **Next**.

Please ensure the correct post is selected against an employee if they have more than one post reporting to you.



Employee Name	Employee Number	Post	Employee Information
Stuart Campbell		HR Officer (0000004211)	
<input checked="" type="radio"/>	<input type="radio"/>	Senior HR Assistant (0000007850)	
	<input type="radio"/>	TEST RECORD	TEST MyView Post (0000008768)

- Enter the **Last Day of Employment** – this date should reflect the last day of paid employment, incorporating any annual leave the employee is taking beyond their last working day. Please ensure the date you enter is correct as this information will be used for pension purposes and quoted on the employees P45.
- Select the relevant **Leave Reason**.
- Click **Next**.

Termination Type

* Last Day Of Employment

* Leave Reason

Multi Post Employees

- If the employee has another post, you will be asked if leaving from selected post or all posts. Select
- Please be advised, if another manager has submitted a leaver form stating the employee is leaving from all posts you be unable to submit leaver form. Please contact Payroll and Reward immediately on 01738 475555 (option 3) or email payrollandreward@pkc.gov.uk if you believe the end date recorded is incorrect.
- Click **Next** to move to the Absence & Attendance tab.

Leaver Form

The form is mandatory and the sections to be completed depends on the employee's terms and conditions.

1) Checklist

- End of Fixed Term Contract
- Click to confirm the employee has submitted Resignation Form on MyView. Not required for End of Fixed Term Contract.
- Click to confirm the On The Move discussion has taken place.
- If known, confirm the destination of the leaver.

2) Outstanding Leave – (Single Status or Craft only)

- Confirm if employee has term time contract. If so, then rest of section 2 will be greyed out confirming they do not use Annual Leave.
- Confirm if the Annual Leave Calculator has been checked and if any leave should be paid/ deducted in the employees' final payment.

Please note employees should take outstanding leave before they terminate employment. Only in exceptional circumstances should pay in lieu of holidays be paid.

If the number of annual leave hours taken in a leave year exceeds the employee's revised pro rata entitlement, a deduction will be made from their final payment.

Additional [guidance](#) is available to assist with the calculation of annual leave for employee's who are leaving their employment.

3) Additional Payments

- Confirm any pay due in lieu of notice (if applicable)
- Confirm if the employee has any outstanding debt with the Council such as flexi debit, course fees etc.

4) Reporting Lines on MyView (Single Status or Craft only)

- Confirm if the employee is a manager.
- Confirm temporary or new manager name and post title

5) Forwarding Address

- If the employee has a forwarding address which differs from the information currently held on MyView, record the address under this section.

Completion

- Once you have completed the leavers form, click **Submit** at the bottom of the form and the form will be submitted to the MyView and Payroll team for processing.

What happens next?

- The MyView team will receive the employee's leaver form to confirm any balance of leave to paid / deducted if stated on the leaver form. They will contact you if they have any queries.
- The MyView team will authorise the request. The employee will receive an email advising them to submit any outstanding mileage and expenses claims and print off any pay documents if they are leaving the Council.
- The Payroll team will receive the employee's leaver form for authorisation. Please note there may be a slight delay from when you submit your form. Authorisation cannot be actioned until the month in which the leave date falls. If an error is detected in relation to a leave date, Payroll will amend the record. If this is the case, an email will be sent to confirm this.
- The manager and employee will be notified via email once the leaver form has been authorised.
- Where a request has been made to make a payment for untaken annual leave and circumstances change, you must notify Payroll immediately.

Additional Information

Please go to the [On the Move](#) page on eric for further guidance on manager responsibilities for employees leaving the Council or transferring to another PKC post.