

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 transferring to another post within the Council.

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 **MyPeople** tab and click on **MyTeam Leavers** from your left-hand menu on MyView.
- Select **Leaver Form**
- 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.

The screenshot shows the MyView interface for submitting a leaver form. On the left, the 'My People' menu is active, with 'My Team Leavers' and 'Leaver Form' highlighted. The main content area is titled 'MyTeam - Leavers' and includes a search bar, a table for selecting an employee, and a 'Next' button at the bottom right.

Employee Name	Employee Number	Post	Employee Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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**.

The screenshot shows a form titled "Termination Type" with three steps: "Termination Type", "eForm", and "Complete". The "Termination Type" step is active. It contains two fields: "* Last Day Of Employment" with the value "31/10/2023" and a calendar icon, and "* Leave Reason" with a dropdown menu showing "Resignation". At the bottom, there are three buttons: "Previous", "Next" (circled in red), and "Submit".

Multi Post Employees

- If the employee has another post, you will be alerted of this as shown below.

The screenshot shows a form titled "Termination Type" with a table of "Other Post Holding" information. Below the table is a section titled "Termination Information" with two radio button options: "Leave from team" (selected) and "Leave from company". The "Leave from team" option is circled in red. At the bottom, there are three buttons: "Previous", "Next", and "Submit".

Other Post Holding	Manager	Future Start Date	End Date
COM Support Assistant	Susan Esplin	11/09/2012	

- Select **Leave from team** if the employee is transferring to another PKC post.
- Select **Leave from company** if the employee is leaving their employment at Perth & Kinross Council.
- Please be advised, if another manager has submitted a leaver form stating the employee is leaving the company, and it has been authorised by Payroll, you will be unable to submit another 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 Leavers e-form.

Leavers e-form

The e-form is mandatory and the sections to be completed depends on if an employee is leaving the Council or transferring to another PKC post.

Termination Type **eForm** Compl

eForm

eForms : *Leaver Information

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Leaver Information

1. Termination Type

Select the relevant option which applies to your employee:

Leaving the Council's employment

Moving to another PKC post

Destination of Leaver (if known)

If your employee is moving to another post within the Council, please ignore sections 2 to 5 below and click on Submit at the bottom of the form.

2. Outstanding Leave - EXCLUDES TEACHERS & MUSIC INSTRUCTORS

Please note, ONLY in exceptional circumstances should outstanding leave be paid in lieu. Where possible, all leave should have been taken prior to the employee's last day of paid employment.
To check an employee's leave entitlement up to their termination date, please use the Annual Leave Calculator on eric. Remember to include any applicable carry

1) Termination Type

- If the employee is leaving the Council's employment, sections 2-5 (as listed below) must be completed.
- If the employee is moving to another PKC post, no further sections need to be completed and the form can be submitted.
- If known, confirm the destination of the leaver; other PKC post, other Local Authority, Private Sector etc.?

2) Outstanding Leave – *this section excludes Teaching staff and Music Instructors*

- 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) Checklist

- Click to confirm if the employee's Resignation letter and Resignation Acknowledgment letter have been uploaded to the employees' personal file on MyView.
- To upload a document, go to **MyTeam's Documents** after selecting employee within **Team Selector** and select the **Resignation** folder.



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 e-form, click **Submit** at the bottom of the form and your MyView Leaver 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.