| FORM NAME	What is it for	Information you will need to complete the form
Post Create/Amend and Authority to Recruit	This form is purely about the **POST** and has two functions: **Establishment Maintenance** Creating new post IDs (after job evaluation for a new post or when an additional post to your team has been approved). Amending post details – budget code, grade and/or FTE should be approved by your service finance team. Post titles must be approved by HR and available to use on the Approved Post Title List (if the post title and grade do not appear on the EATR form, follow the Job Evaluation process). **Authority to Recruit** Collects all the details required to advertise your post. The post ID used on this form **MUST** be found in MyView, under MyPeople – if not then contact HR Resolver (hr.resolver@highland.gov.uk) to have the post added to your establishment. Onboarding of your new appointed employee will not be successful if the post is not linked to the correct line manager. This will also cause delays setting up an IT account (if one is required).	• Post ID (if applicable) • Manager's Post ID • Funding and Budget information. • For new posts and posts going to advert a Job and Person Spec are required to be uploaded and a structure where appropriate. If this is an HC graded post, then the post must already be Job Evaluated. Further information on Job Evaluation can be found on www.highland.gov.uk/HR
Post Obsolete	This form is for removing a post from your Establishment. If the post being made obsolete has any staff reporting to it, then prior to deleting the post you will require the new Line Manager's Post ID to move the staff to the new Line Manager. Do NOT delete the post without first moving the staff reporting to it.	• If the post being made obsolete has any reporting/recording responsibilities within MyView, prior to completing this form you will require the New Line Managers Post ID.
New Appointment	This form is for appointing: • A new start (to an already approved post) • Current Employee - to an additional post • Current Employee - to a transfer (moving within THC) • Current Employee - to a secondment • Current Employee - to an acting up • Current Employee - to a flexible retirement request (Authority to Recruit Form will be required first to add the reduced hours post to the establishment). The employee must move to a new post ID as they will begin a new contract with THC.	New Employee: • the Post ID • their date of birth • National Insurance number • personal email address • home address • details of any registration with a professional body (if relevant). Existing Employee: • the Post ID • Payroll number • details of any registration with a professional body (if relevant) • details of any salary sacrifice schemes. • Post IDs of any posts the employee is leaving to start this one. **Note:** Some of this information can be found on MyView and other information may be required directly from the staff member

| FORM NAME	What is it for	Information you will need to complete the form
Contractual Change	This form is for amending an employee's current post details (current post means the post they already occupy).	- Post ID - Payroll Number before completing this form (you can find this in MyView). If you require to amend the post, you will also need to complete Post Create/Amend & EATR form (see screenshot below showing where to access this)
Interview Arrangement	Setting up interview arrangements	- HGH number from Talentlink together with and all the interview details. Please complete the 'Interview Arrangements Form' as soon as possible, remembering to include if you wish the candidate to prepare any presentations and the deadline for these. You should always allow **10 to 14 days'** notice when setting the interview date to enable Business Support to make all the necessary arrangements for you, i.e. Interview packs (which Business Support will draw up for you), and presentation topics (if required). This also provides the candidate time to prepare and make any necessary arrangements to attend the interview.
Leaver	This form is for someone leaving the employment of THC; or resigning from one post and continuing to work in additional posts. Please ask the employee leaving if they are leaving just one post or all their posts with THC A leaver form should **NEVER** be completed for anyone transferring to another post within THC – the post the person is leaving is picked up by the New Appointment form completed by the recruiting manager. If a leaver form is filled out in this situation the employee will lose their ICT access	- . Employees Payroll Number - all the relevant Post ID's - annual leave balance from post(s) - details of any salary sacrifice reductions - employees ICT Username (if applicable) - Budgetary details

Payroll Deadlines

Payroll	Deadline (for Employee Forms to be with payroll for processing)
32, 39, 42, and 72	12th of the month (or Friday before if it falls on a weekend)
53	2nd of the month (or Monday after if it falls on a weekend)
38 (Teaching)	Two Thursdays before pay day
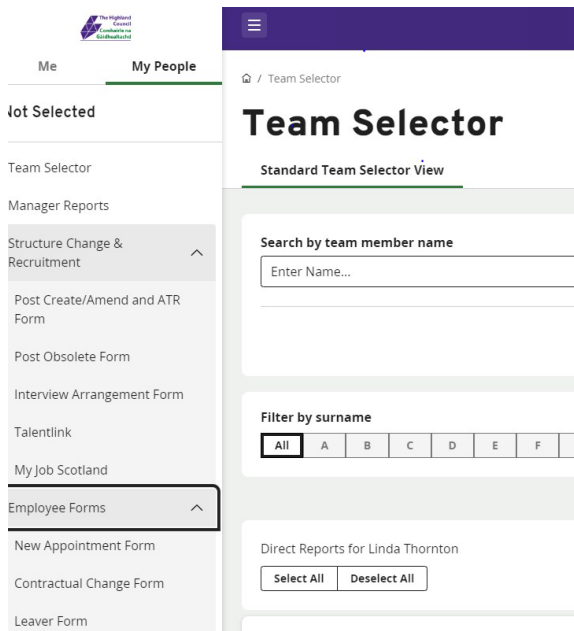
HR forms can be found in MyView under the MyPeople tab > **Employee Forms**
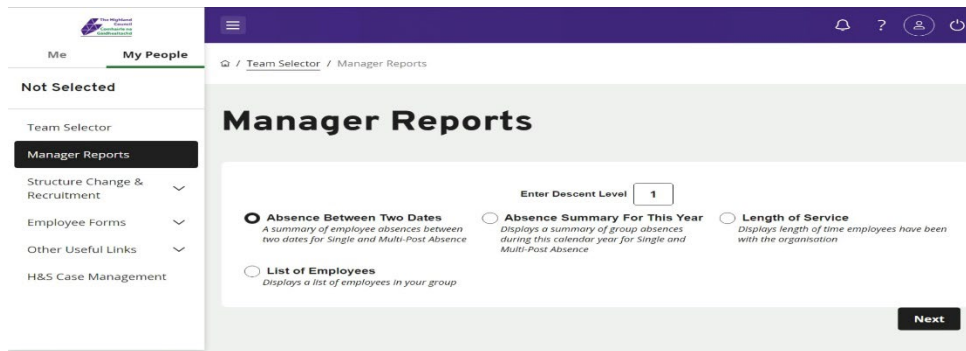
Standard Reports are available within **Manager Reports**
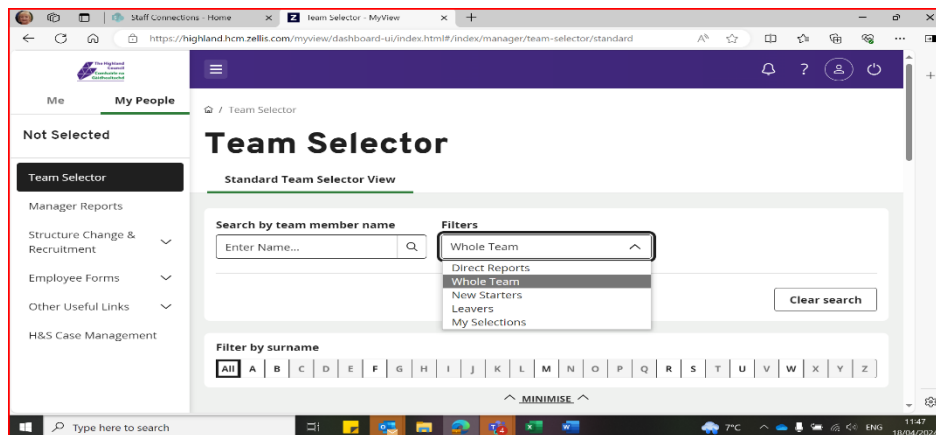
Managers can view details of their "whole team" (in addition to their direct reports) within **Team Selector**

If you cannot see all your direct reports listed in MyPeople please contact HR Resolver (hr.resolver@highland.gov.uk) with details of name, payroll number and post ID of those to be added/removed. Managers should also provide their own post ID, post title and payroll number to aid the correction process.