**HELPFUL TIPS TO SUPPORT YOU WITH YOUR HR ENQUIRIES**

1. **Did you know that contractual changes now go through Self-serve?**

As part of Human Resources' programme of improvements, you now need to make a change to an employee’s contractual working hours through Self-serve.

I**t is no longer necessary to complete a Contractual Change form (CO1) for this task.**

To make the necessary changes for one of your team members, please visit Selfserve and click into the 'MyPeople' section, where you will find 'Contractual Hours Change' listed in the menu. This includes guidance on how to complete the fields.

You must ensure that you have discussed the change with the employee and have budget holder approval, before processing.

This process must not be used for Acting Up changes (the M14 form is available for this, via the intranet).

Please email resources@wirral.gov.uk if you receive an error message or require additional support with your request.

1. **Notifying HR of an employee leaving**

**You can now use self-serve to notify HR of an employee leaving.**

You do this by completing a new e-form on self-serve which has been developed to replace the C01 leaver notification form.

This e-form is now available for use and can be found on your Self-Serve account within the My People.

Once submitted the e-form will appear on the HR/Payroll system for processing.

**For further information or advice, you can visit the 'HOW DO I' page on the Intranet; People/HR Forms/How Do I; or contact HR via resources@wirral.gov.uk**