

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



Simplifying HR Policies

As part of Transforming Defence and Civil Service Reform, HRD is working to provide easy to follow policies and processes with handy checklists to help line managers and employees.

Following the introduction of revised Performance Management and Managing Poor Performance policies in April, the next set of simplified HR policies will launch on Monday 1 July.

These include: Misconduct; Grievance; Special Leave (not career breaks and study leave); and Employee Relations Reform (including changes to Facility Time arrangements). In addition, work has started on JSP 763 -The MOD Bullying and Harassment Complaints Procedures to align it with the new grievance policy.

Although there has been no change to the overall policies, the guidance for Gifts, Reward and Hospitality, and Keeping In Touch, has been revised.

Further details can be found in the June/July issue of *Defence People* (to be published on 11 June) and on People Services from 1 July.

Individuals who have commenced, or are part way through, any of the above processes prior to 1 July 2013 should ensure they familiarise themselves with the new policy and process on the People Services website, as well as the transition arrangements that should be followed.



Did you know...

... **there's been an increase to the competence word limit in job applications?**

You can now provide up to **250 words per competence**, up to a maximum of six competences specified in the job advertisement, when applying for a job on Civil Service Jobs.

If you are considering, or about to apply, for a job why not take a look at the DBS Civ HR Leaflet Preparing a Job Application?

Real Time Information (RTI)

From the 1 July 2013, the MOD will be reporting information to HM Revenue & Customs (HMRC) via Real Time Information (RTI).

Under RTI, this means the MOD will report details of tax, NI contributions, etc, to HMRC when, or before, payments are made and **not** at the end of the year, as is current practice.



Civil Service Jobs Profile for Surplus Staff

If you are in, or about to enter, the RDP please ensure you complete a CS Jobs Profile, and select the appropriate surplus or priority mover option.

Doing so ensures DBS can match you to vacancies.

Individuals leaving the RDP must ensure they have unselected the surplus or priority mover option.

This ensures you are no longer matched to vacancies by DBS.

If you should experience any difficulties please use the online Contact Us facility on People Services.



Pay Statement Online

Available: 21 June 2013

Line Manager's Corner: Managing Extended Special Unpaid Leave



All individuals on Extended Special Unpaid Leave (ExSUL) are linked to the post they last occupied and remain the responsibility of the line manager of that post throughout the period of ExSUL.

When a member of your staff is due to return from ExSUL, you will be contacted by DBS to complete one of the following:

- manage their return to their original post; this may include identifying a post to place them if necessary in consultation with your line manager and possibly your Civilian Workforce Advisor; or
- placing them in the Redeployment Pool, if no post can be identified.
- find alternative work for them, from the agreed date of return until they are placed in a permanent post; or
- should they not return on the agreed date, initiate the Unauthorised Absence procedures.

NB. You may be contacted by DBS regarding the return to work of an employee who commenced ExSUL before you took up appointment.

Further information on ExSUL is available on the People Services website under:

Working Patterns and Leave > Managing Patterns of Work > Find out about Extended special unpaid leave.

Taxable Fee Earners - Change to Payments of Claims



From 1 July 2013, the way Taxable Fee Earners claims are paid will change.

To comply with the requirements of Real Time Information (RTI) the MOD is required to report earnings to HM Revenue & Customs (HMRC) on a monthly and not a yearly basis.

This means that all taxable payments MOD makes to staff and taxable Fee Earners, must be reported monthly via a new HMRC electronic interface.

In order to accommodate this requirement, taxable Fee Earners will be paid through the main MOD payroll system. The effect of this change on Taxable Fee Earners will be:

- payments will be made on a monthly basis on the last working day of the month. If multiple claims are submitted in the month, the claims will be listed on the payslip and accumulated into one payment.
- to guarantee payment in month claims will need to be received by the eighth day of the month.
- claims received after the eighth day of the month will be paid the following month.
- all payments will be paid into current Bank / Building Society accounts.
- a monthly Pay Statement will be sent to the home address of the Fee Earner at the end of a month in which claims have been paid.

If you have any queries on the change to payment of claims please contact DBS through the online Contact Us facility on People Services.

Changing Your Details with HMRC

If you change your name or address it's important to let HM Revenue & Customs (HMRC) know - even if you pay your tax through PAYE and have already told your employer or pension provider.

You can update your details via:

Online: through an [Online Form](#) on the HMRC website. By submitting changes online, this will amend your details for following services (where applicable):

- PAYE (Pay As You Earn)
- National Insurance
- Self Assessment
- Construction Industry Scheme
- Child Benefit
- Child Trust Fund (you will need to update your account provider separately)
- Student loan (you will still need to tell the Student Loans Company separately - HMRC is unable to pass your change details on to them)
- Tax credits

Phone: 0845 300 0627

Opening hours are: 08:00 - 20:00 Monday to Friday and 08:00 - 16:00 Saturday

Write to: HM Revenue & Customs, Pay As You Earn, PO Box 1970, Liverpool, L75 1WX.

Keeping in Touch Scheme

On 1 July 2013 new guidance on the Ministry of Defence (MOD) Keeping In Touch (KIT) Scheme will be published.

The purpose of the KIT Scheme is to keep employees informed of workplace issues whilst on extended absences from the department.

The information provided can include local communications and global publications such as Defence Instructions and Notices and 60 Second Digest.

By providing access to this information, employees can make informed decisions during their absence, actively manage their careers, and return to the workplace on a more informed basis.

As a line manager you play a key role in KIT and you should ensure that you familiarise yourself with the process. Further information can be found on People Services at Working Patterns and Leave > Keeping in Touch > Keep in Touch.

Editorial Team, 60 Second Digest

The 60 Second Digest is a DBS Civilian HR production and feedback to the editorial team is welcomed.

Please email feedback on this publication to peopleservices@db.mod.uk entering "60 Second Digest" into the subject field.



Internet Access to Shared Services Users Update

As previously communicated in 2012DIN01-256, "chip and pin" (IASS) access to Online Claims and People Services will no longer be available with effect from **18:00 (BST) on 12 July 2013**.

DBS is working on a replacement service but this will not be delivered before early 2014.

In the interim period, online access to submit claims will be provided via the Gov.uk website. Full details of how to access all civilian HR services can be found on <https://www.gov.uk/former-users-of-internet-access-to-shared-services-iass>

However, please continue to use your IASS device until the service closes in July.

More Information:-



Ministry
of Defence

DBS Civ HR Contact Centre
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 747772