

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND THEIR MILITARY/CIVILIAN LINE MANAGERS



Voluntary Early Release Scheme (VERS) 2012-2014 - final letters

TLBs have now completed their final round of selection panels and have considered VERS exits for March 2014, and in doing so they have carried out a final review of their Reserve lists.

DBS Civilian HR has notified all VERS applicants who have been considered in the final round, or were still on a Reserve list of the outcome of their application.

Letters were posted to home addresses (as recorded on HRMS) on **Friday 29 November 2013**. If you are currently posted overseas your letter has been emailed to you at the personal work email address shown on HRMS. Your line manager has not received a copy of your letter, but you are required to notify him/her of the outcome. If you have not received a letter by **6th December 2013** please contact the DBS Civ HR Contact Centre.

If you receive an offer, you must confirm whether or not you wish to accept the offer by Friday 13 December 2013.

Find out more at: 2012-14 MOD Voluntary Early Release Scheme and see the following announcement on People Services.

DBS Opening Hours



DBS opening times over the festive period will be as follows:

Tue 24 Dec	09:00 - 15:00
Wed 25 Dec	Bank Holiday - Closed
Thu 26 Dec	Bank Holiday - Closed
Fri 27 Dec	09:00 - 15:00
Mon 30 Dec	09:00 - 15:00
Tue 31 Dec	09:00 - 15:00
Wed 01 Jan	Bank Holiday - Closed

DBS will be running a reduced service during this period which meets potential customer demand.

Our normal opening hours, which you can find here, will resume from Thursday 2 January 2014.



Pay Processing Timetable

The cut-off dates for submitting claims for holiday advances, salary claims and expense claims, are usually the 9 / 10 of the month.

The Pay Processing Timetable contains these cut-off dates, as well as the dates the monthly Online Pay Statement will become available.



Did You Know? ... Temporary Managed Progression (TMP)

If you are offered and accept a period of TMP, your line manager must complete and submit HR Form 18: MOD Employee Temporary Managed Progression to DBS in accordance with the process explained at: People Services > Promotion Progression and Advancement > Temporary Promotion.

Confirmation letters from DBS are no longer despatched because you can quickly and easily check and confirm that your TMP request has been processed by accessing HRMS and selecting Employee Self Service > Job Information > Position Information. Your line manager can also access this information by selecting Manager Self Service > Job Information > Position and Incumbent Information.

You should allow at least 10 working days from the date that HR Form 18 is submitted for your TMP to be processed. If, in exceptional circumstances, you should find that HRMS has not been updated within this timeframe, you should contact DBS Civilian HR by using the online Contact Us form.



Line Manager's Corner: Valedictory Letters

If you have a member of staff who is due to leave on VERS, don't forget that a Valedictory letter must be sent if he/she has 10 or more years service, unless there are conduct or performance reasons for not doing so.

You should prepare the letter and it should be signed and issued as per your local TLB arrangements. An employment history print can be obtained from DBS Civilian HR via the online Contact Us facility.

There is no standard format for these letters however they should be personalised and meaningful to the recipient.

As a minimum, letters should: thank the employee for his/her valued contribution to the MOD; express appreciation for the years of service given; and give best wishes for the future.

More information can be found on People Services under: Leaving the Department & Pensions > Valedictory > Prepare a valedictory letter > Policy, Rules and Guidance.

Recording Working Patterns

Did you know all employees are required to record their Working Pattern on HRMS. This is the result of Cabinet Office Guidance and will help ensure that the Department meets the requirements of the Equality Act 2010. It is quick and simple, and guidance on how to record a working pattern can be found on People Services - How to record a Working Pattern in HRMS and includes a brief description on each of the working patterns.

Employees can review and update their working pattern on HRMS via Employee Self Service > Job Information > Working Patterns. Managers can review, update and delete their employee's working pattern via Manager Self Service > Job and Personal Information > Working Patterns.

If you change your working pattern and it impacts on pay you will also need to complete and submit HR Form 080: Notification of Change of Working Pattern to DBS. If the change is the result of a Statutory Right to Request, HR Form 085: Flexible Working Application Form - The Statutory Right is required. Further information on working patterns can be found at Working Patterns and Leave.



Pay Statement Online

Available: 19 December 2013



Correct Form Versions

A number of forms have recently been updated including HR Form 34: Resignation Letter.

Individuals and line managers are reminded that if you need to use off-line HR forms you should ensure that you use the most up-to-date version. Current form versions can be accessed from the Forms Index shown on the front page of People Services.



60 Second Digest Annual Reader Survey

Further to our article last month, we have now compiled a summary of the results of the survey which can be found on the 60 Second Digest home page. We have raised observations of your responses and noted your suggestions. We will be taking forward a number of actions over the coming months with a view to further improving Civ HR communications.

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.s.mod.uk entering "60 Second Digest" into the subject field.

Reminder - Rebrand of Privilege Leave

On 1 July 2013, the 1.5 days' privilege leave (Maundy Thursday afternoon and Christmas) was re-classified as annual leave for all Broader Banded and Skill Zone employees not currently employed on shift or rostered working arrangements. Part time staff should calculate the number of hours of additional annual leave they will receive in the usual way.

If you are affected by the change you are reminded to amend your annual leave record if you haven't already done so to incorporate the additional annual leave. See: Understand, Apply for and Record Annual Leave.

Staff planning time off over Christmas will now need to just use annual leave to do so. The privilege day for the Sovereign's Birthday at the end of May is unaffected. Further information can be found in: DIN 2013DIN01-129.



MOD Your Say Survey

Your Say Survey 2013 closed at the end of October with 50% of staff responding, an increase of 13% from 2012. Thank you to everyone who took the time to tell us what you think. The MOD and TLB high level results were published on the Defence Intranet on 29 November.

Local reports are due to be published by the end of January. Line managers are responsible for sharing their team results with staff and discussing future actions. If you don't see your team results, talk to your line manager or TLB Focal Point.



Army Civilian Structures Project

Work is currently underway to ensure that the Army's civil servants are part of a comprehensive and well designed structure for the future. This work, which will align the civilian structures with the military structures of the Regular Army and Army Reserves to meet the needs of Army 2020, is known as the Civilian Structures Project (CSP).

Army civilian staff and their line managers will be kept informed of progress through regular updates (the first of which can be found here) and via a dedicated Defence Intranet website here. Army HQ will provide direction to line managers when action is required throughout the project.

Transition to the new structures will commence in 2014.

More Information:-



Ministry
of Defence

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