

From mountain to sea

# User Guidance

## Staff Mobilisation – Employee Availability Database (v3Aug2020)

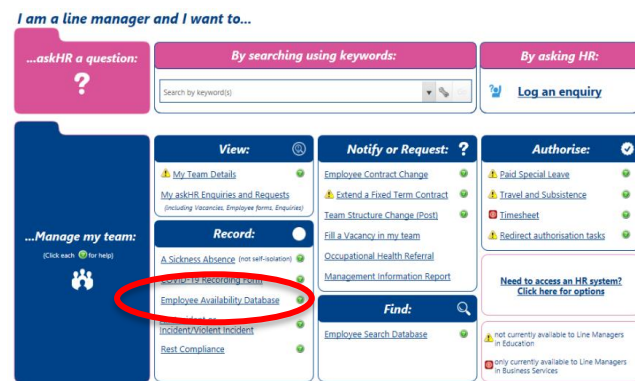
It is essential that you update and maintain your team’s availability for mobilisation to support the Councils efforts in responding to Covid19.

ALL Line Managers have a responsibility to update this information whether your team are regarded as Key Workers or not.

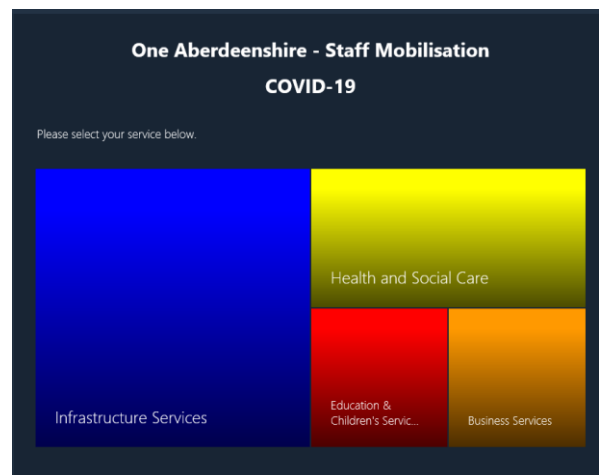
Information entered into this database will be used by HR&OD, along with iTrent information including absence dates and contact details, to provide a full picture of employees’ availability, skills and location for mobilisation as the need arises.

### Access the Database

The Employee Availability Database is accessed through the Line Manager section of the AskHR portal.



The Employee Availability Database will open in another window. Select your Service from the boxes displayed on the screen.



If you haven't accessed a Power App database before, follow the prompts that appear on screen to allow access.



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### Step 1- Check and Update Team Information

The screen below will be displayed where you will record your teams' availability during Covid-19.

**Service-** Select Service area from the dropdown

**Function-** Select department from the dropdown

**Line Manager** – this is for information and will display the Team Leads manager

**Team Lead** – Select your own name from the dropdown (or the manager of the team you are entering information for)

**Service:** HR & OD (BS) ▼

**Function:** HR - Strategy & OD (BS) ▼

Line Manager: Kay Hopwood Resourcing & Development Manager (Woodhill House)

Team Lead: Michael Brewis ▼ Team Leader (Woodhill House)

**Team Details**

	Diana Ross HR Advisor	>
	Donna Fyfe Senior HR Advisor	>
	Gayle Walker HR Advisor	>

**Team Details** – All those who directly report to the person selected as 'Team Lead' will be displayed here.

You will see that each employee has a smiley face next to them which indicate team availability to be mobilised as follows:

- Available
- Not available

**Faces not available in Business Services**

To update your employees status select the arrow beside their name

*This information is based on iTrent reporting relationships so if any are incorrect please contact askHR to have this updated.*



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### Step 2- Update Mobilisation Status

Once you have selected your employee select the 'Add New Status Entry' option (circled below). Follow the steps below to record the appropriate status from this list:

- **'Active - Awaiting Deployment'** – Use for Employees who are not able to work in their current role due to the pandemic, for example due to building closures and no ability to work from home
- **'Active – Standard Function within Existing Team'** Use for employees who are working as normal and not employed in a critical function.
- **Active- Critical Function within Existing Team** – Use where the employee is working in a Critical Function and therefore cannot be made available for mobilisation
- **'Active – Critical Function redeployed to Another Service'** or **'Active – Critical Function redeployed within Existing Service'**- use for employees who are mobilised to other teams or services.

1. Click here to add new status

Add New Status Entry +

Existing status recorded against the employee

2. Select the Start and End dates from the calendar. *Times can be left blank.*

Effective From: 26/08/2020 00:00

Until: 26/08/2020 00:00

Status: Active - Standard Function within Existing Team

Partial Availability

Current Employee Status

Effective From: 31/12/2001 00:00

Until: 31/12/2001 00:00

3. Select the appropriate status from the dropdown

4. If you select 'Active-Standard Function within Existing Team' you will be given the option to record if they have any partial availability to support other services. **(only available in Infrastructure and Business Services)**

5. Press Save

This shows dates recorded in iTrent for Employees unavailable due to absence including: Special Leave (Paid, Unpaid and Covid19 related); Sickness absence; Maternity, Paternity and Adoption Leave; Career Breaks. If leave is recorded here the employee will not appear on the Employee Search Database during the recorded periods. You cannot amend these dates here- If these are incorrect contact AskHR.



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### Step 3- Recording details of a Mobilised Employee

Mobilised employees will not be moved to a different post in iTrent. Managers should therefore use the pop up that will appear to record the details of the employees mobilisation (*This is not currently available in Business Services*). **There is no requirement for additional paperwork to be sent to AskHR to move the employee to the mobilisation post.** See [Mobilisation FAQ](#) for information on payment.

If your team member has been mobilised, either within or out with your own service, the following pop up will be displayed when you select the appropriate option from the Status dropdown, as outlined in step 2:

Details of any current or previous mobilisation will be displayed here

**Record New Redeployment**

Select the New Service the employee will work in

Select the department the employee will work in

Select the job title they will be working in.  
If they are only doing part of the duties of a role, select the closest match.

Employee Reallocation ✕

Previous Details +

Details of New Appointment ✕ 💾 ✎

Service

Function

Redeployment Post

Redeployment Start Date

Redeployment End Date

**Press Save** 💾

Start and end dates will be populated from the previous screen

### Additional Information

For further information and support contact [recruitmentadvice@aberdeenshire.gov.uk](mailto:recruitmentadvice@aberdeenshire.gov.uk)