

NOTIFICATION OF LEAVER

The form must be completed as soon as notification is received that an employee is leaving. The form, with a copy of the resignation letter, if applicable, must be sent to HR as soon as possible to ensure correct payments or deductions.

IT ACCESS: Please note that access to HR Organiser and email accounts will terminate on the last day of employment. Please remind employees to download their payslips and P60 information before this date.

1. EMPLOYEE INFORMATION			
Name:		Department/Section:	
Job Title:		Personal reference no:	
Future home address: (for future correspondence i.e.P45 or pension statements)			
Reporting manager:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Position Ref: <input type="text"/>
Tier 2 Visa holder:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="text"/>
Name of person covering reporting manager duties:	<input type="text"/>		

2. LEAVER INFORMATION			
Last day of service:	<input type="text"/>	Last day of working:	<input type="text"/>
Reason for leaving: (Please tick one)	Resignation <input type="checkbox"/>	Retirement (no pension) <input type="checkbox"/>	Retirement (with pension) <input type="checkbox"/>
	End of fixed term contract <input type="checkbox"/>	Redundancy* <input type="checkbox"/>	Dismissal* <input type="checkbox"/>
	Other (please specify) <input type="checkbox"/>	<input type="text"/>	

* Redundancy or Dismissal HR Manager to approve.

3. FINAL PAYMENT (TO BE COMPLETED BY HR/PAYROLL)					
Annual leave to be paid:	<input type="text"/>	Hours	Redundancy:	£	<input type="text"/>
Annual leave to be deducted:	<input type="text"/>	Hours	Other (please specify)	£	<input type="text"/>
Removals and relocation **	£	<input type="text"/>			
Season Ticket **	£	<input type="text"/>	Funding code:	<input type="text"/>	
Flex Benefits **	£	<input type="text"/>			

** Payroll to complete.

Reporting Manager signature	<input type="text"/>	Date	<input type="text"/>	HR Manager signature	<input type="text"/>
Print Name	<input type="text"/>	Date signed	<input type="text"/>		

* Redundancy or Dismissal Only.

HR	PAYROLL	Notes:
Leave Date Entered	Holiday Pay Entered	<input type="text"/>
Holiday Pay Checked	Completed Pension Form	
Structure Updated	P45 Issued	
	Outstanding Payment	

Signed HR	<input type="text"/>	Date	<input type="text"/>	Signed Payroll	<input type="text"/>	Date	<input type="text"/>
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GUIDANCE FOR COMPLETING THE FORM

Personal Reference Number

Each individual is assigned a reference number within iTrent that allows the system to identify you. When a member of staff leaves employment and then returns, the personal reference number remains the same. This can be found under the Employment tab, in current job details within People Manager.

Position Reference Number

Every person in a position is allocated a position reference number. To ensure we are keeping the structure and positions accurate please provide the position reference number. This can be found in People Manager by clicking on the Position Details screen from the home page.

Name of person covering Reporting Manager duties

When a Reporting Manager leaves the University we must ensure that the individuals reporting to that person have an interim Reporting Manager and that the organisational structure is updated accordingly. If this information is not supplied the people related processes that rely on a Reporting Manager do not work as they should. If you are unsure about this section please contact your HR Officer to discuss.

Last Day of Service

This is the date the individual's employment with the University ends. It could be different to the last working day for many reasons e.g. because the employee is taking their outstanding annual leave and therefore still employed but not actually in work.

Last Day of Working

The final day the individual is actually in work (but is still employed). This could be different to the date of leaving if the person is taking annual leave for example.

Reason for Leaving

Please tick one of the boxes for the reason for leaving. If the reason is not in a predefined tick box please complete the other section.

Final Payment

If there is any final annual leave monies owed to the employee, the manager should inform us what hours to pay. HR will check this against HR Organiser and the holiday entitlement outstanding. Other payment or deductions may be due and these will be completed by the Payroll or HR Team.

Approval

The leaver form should be signed by the individuals reporting manager and dated.

What Happens Next?

On receipt of the leaver form the information will be entered into iTrent, the core HR and Payroll system. This will ensure any holiday entitlement is correct. Once the date has been entered, a notification will be sent to the individual to confirm receipt of their resignation, monies to be paid or deducted, the last day of service and the last working day.

If you have any queries regarding this process please contact your link HR Officer or email staffing@essex.ac.uk