## EMPLOYEE LEAVING FORM

### Human Resources

### Please use this form when an employee is leaving University employment

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| Section 1 Employee details | |
| **1.1 Last name** Enter text here | **1.2 First name(s)** Enter text here |
| **1.3 Employee number** Enter text here | **1.4 Position** Enter text here |
| **1.5 Department** Enter text here | |
| **1.6 Last working day** Select a date | **1.7 Last day of employment** Select a date |
| **1.8 For manual staff only – accrued holiday pay (if any)** Click here to enter text | |
| **1.9 Does this employee have a Certificate of Sponsorship?** Choose an item | |
| **1.10 If paid by timesheet, is there an outstanding timesheet to be paid up to leaving date?** Choose an item | |
| **1.11 Will the employee be transferring to another role within the University?** Choose an item  If yes, give the date of transfer: Click here to enter a date. | |
| **1.12 Comments** Click here to enter text | |

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| Section 2 Responsibilities |
| Does the role include line management responsibilities? Choose an item  If yes, who will assume this responsibility? Enter text here Will this be a permanent arrangement? Choose an item |

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| Section 3 Reasons for leaving (This must be completed) | |
| 3.1 Reason for leaving Choose an item. | |
| 3.2 Destination code Choose an item | 3.3 Location after Leaving Choose an item |

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| Section 4 Account Access and IT assets (Line Manager to complete) |
| 4.1 Is the employee currently in possession of a University issued IT device? Choose an item. |
| 4.2 Please confirm that the device (s) will been returned and disposed of in line with University procedures where applicable Choose an item |

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| Section 5 Declaration | |
| Please sign and return this form to the HR Operations Office. [hroperations@reading.ac.uk](mailto:hroperations@reading.ac.uk) | |
| **Head of School/Department**  **Print Name:** Click here to enter text. | **Date** Select date |

## Guidance notes on completing this form

Please complete this form if the employee is leaving the University employment, If they are transferring to another position or department, please do not complete this form as this change will be actioned by the approval of an SRF.

**ESS:** Please ask the employee leaving the University to log into their ESS account to ensure forwarding address and emails are up to date. They will also need to print off copies of payslips and P60s as they will not have access to these once they have left University employment.

**Annual leave:** All Schools and Functions now use Online Annual Leave. The Payroll team will add or deduct payments for outstanding annual leave by taking information from the employee’s annual leave record as noted from Employee Self Service. Please note that if all annual leave is outstanding and there is no evidence of engaging with booking Online Annual Leave, no payment will be made to the employee. [**Please note**: The payment of outstanding annual leave does not apply to fixed term contracts]

**SECTION 1: EMPLOYEE DETAILS**

**1.6 Last working day:** This is the last date the employee will be in work.

**1.7 Last day of employment:** This is last date the employee will be paid. The manager may have agreed a period of annual leave that the employee will need to be paid for.

**1.8 (For manual staff only) – accrued holiday pay:** To be used by Estates & Facilities departments to note outstanding annual leave.

**1.9 Does this employee have a Certificate of Sponsorship:** The University needs to notify the UKVI when an employee with a Tier 2 Certificate of Sponsorship leaves prior to their original end date. The HR Operations team will check if this is the case when noted on this form.

**1.10 If paid by timesheet, is there an outstanding timesheet to be paid up to leaving date?** This is helpful information for the HR Operations team so they know to expect a further timesheet after receiving this form.

**1.12 Comments** Please use this part of the form to give any further information not covered in any other part of the form.

**SECTION 2: RESPONSIBILITIES**

If the employee has line management responsibilities, please note on this form who the replacement person will be. HR Operations will make changes to the payroll system to ensure the requests for annual leave are directed to this person. If the replacement person is not known, a change will be made to direct the requests for annual leave are directed to the Line Manager of the employee that has left.

**SECTION 3: REASONS FOR LEAVING**

It is a HESA requirement that this information is logged for each employee leaving University employment.

**SECTION 4: ACCOUNT ACCESS AND IT ASSETS**

It is a requirement of the Data Protection Act that University data and assets are accounted for and managed appropriately and securely. Line Managers are responsible for ensuring that University issued devices are returned. In addition, and wherever possible, line managers are encouraged to ensure that access to business critical data held within personal accounts, and/or accounts where the employee is the sole accessor, is effectively transferred prior to the employee leaving. This is in order to ensure business continuity and reduce unnecessary requests for account extensions or unduly privacy intrusive searches at a later date. Requests for account extensions beyond the termination of employment must be in accordance with the *Policy on Extensions to IT User Accounts for Staff Leavers.*

**4.1** This includes any desktop computers, laptops, mobile Phones, tablets, or other storage devices. If you or the employee does not know, please contact IT.

**4.2** Please confirm that measures have been put in place to ensure that IT equipment will be returned prior to the employee leaving the organisation. Information regarding IT disposal can be found here: <http://www.reading.ac.uk/cleanandgreen/OurServices/cag2-ourservices-reuseanddisposal.aspx>