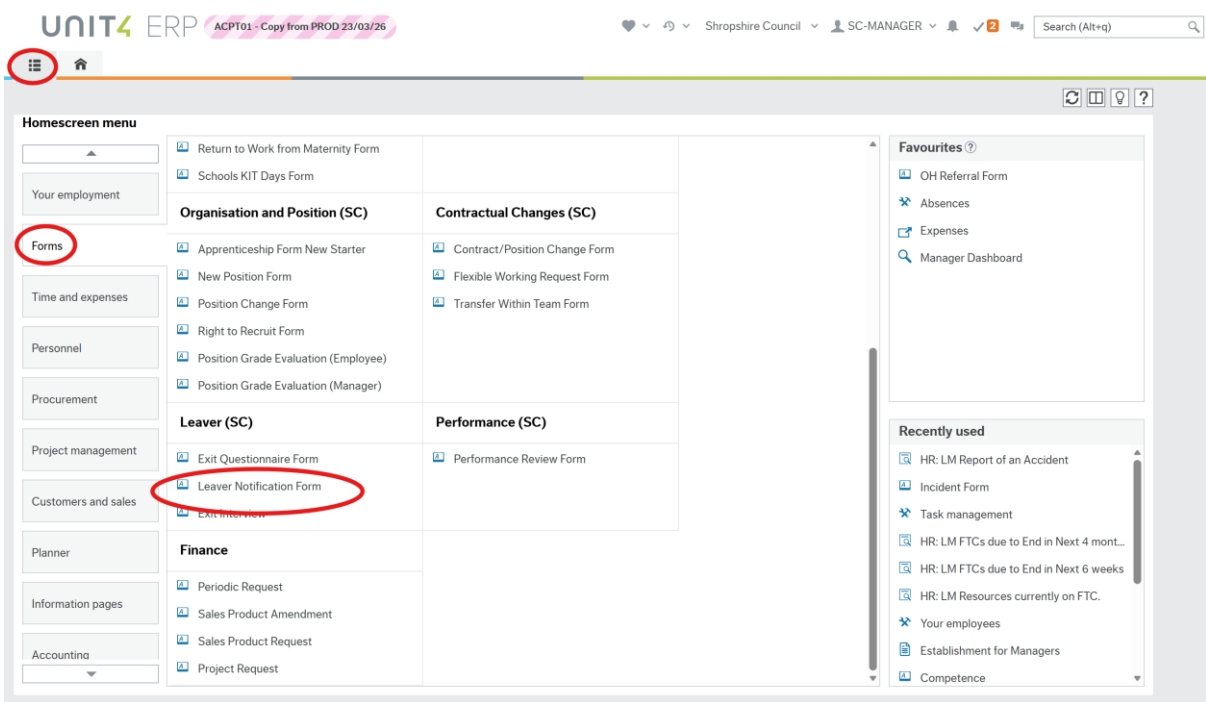


How to complete the Leaver Notification Form

		Last Updated
1	Scope: This guidance is to show you how to process a leaver in the ERP by completing the Leaver Notification Form.	29.07.2026
2	Introduction: If an employee is leaving their position or the organization, the Leaver Notification Form needs completing to inform Payroll to process them as a leaver.	29.07.2026
3	Navigate to Main Menu → Forms → Leaver → Leaver Notification Form	29.07.2026
4	Step by step process (<i>with videos and screenshots</i>)	
4.1	Navigate to the Leaver Notification Form in the ERP. 	29.07.2026



4.2 Scroll down and complete the **Leaver Notification** tab.

The screenshot shows the 'Leaver Notification' form with the following fields highlighted by red circles:

- Leaver Notification** (tab)
- Team/School Details** (section header)
- Name** (dropdown menu)
- Position** (dropdown menu)
- Provisional Leave Date** (date field)
- Leaving Reason** (dropdown menu)
- Leaving Destination** (dropdown menu)
- Leaving the** (dropdown menu)
- Comments** (text area)

Under the **Team/School Details** section, you need to add details if the employee is leaving this position for another team or maintained school and confirm which Shropshire Council team or maintained school they are moving to. This helps to prevent a break in service or any delays in payment or any delays to the new employment start date.

Select the **Name** of the leaver from the dropdown or by typing ahead and then tabbing across to bring through their details.

If they have more than one **Position** make sure that the position that is selected on the position field is the one that they are leaving from.

Select the **Provisional Leave Date** is in the date field.

The **Leaving Reason** can be selected by pressing the spacebar to bring up a list of all the options.

The **Leaving Destination** can be selected by pressing the spacebar to bring up a list of all the options.

In the **Leaving the** field, select **Position name only** if they are leaving this position only but still employed by Shropshire Council or **Organisation** if they are leaving Shropshire Council and all positions they may hold. Make sure you select the correct option here as selecting Organisation will trigger the employee to receive their P45 and become a full leaver from Shropshire Council.

In the **Comments** box, confirm all the details regarding any new positions the employee may be starting so the Resourcing team can look for a new starter form from the new team and avoid any break in service or delays in payment.

Address/Payslip Warning

i If your address is not up to date please update this via Self-Service. Your P45 will be sent to your address on file. Access to pay documents will cease on the last day of employment, employees should print required documents before this date.

Payslip Declaration
Please tick the below to indicate you are aware or as Manager you will make the employee aware of the above payslip information.

Agree with Above *
☒

In the **Address/Payslip Warning** section, you are reminded to check that the employee's address is correct (before submitting this form) so that the P45 will posted to the correct address and to tick the box to confirm that the employee is aware that they need to download and save all their payslips, P60s and any other documents that extracted off the ERP before their leave their employment. Once an employee's leave date has passed, they will no longer have access to the ERP.

4.3 You then need to complete the **Confirmed Leave Details** tab.

Leaver Notification | **Confirmed Leave Details**

Confirmed Leave Details

Last Day of Service 31/07/2026 	Last Working Day 30/07/2026 	Leaving Reason Career Change 
Holiday Balance Agreed Not Applicable	Holiday (Hours) 0.00	Paid/Unpaid? 

Select the **Last Day of Service** and **Last Working Day** by clicking on the calendar icons.

The **Leaving Reason** can be selected by pressing the spacebar to bring up a list of all the options.

You need to confirm the **Holiday Balance Agreed**. If a holiday balance has been agreed (between manager and employee and HR if necessary) to be added or deducted from the employee's final pay, then select **Yes** here.

If there is nothing to pay or deduct, the **Holiday Balance Agreed** field should be **N/A**, **Holiday (Hours)** left as zero and **Paid/Unpaid** left blank.

If any holiday balance is to be included in the employee's final pay then the number of hours needed adding to **Holiday (Hours)** and **Paid** selected if the amount is to be added and **Unpaid** selected if the amount is to be deducted.

4.4	Once all fields have been completed, the form can be sent to Payroll for processing by selecting Submit form or if you need to check any details before submitting, you can select Save as draft. Clear Print preview Submit form Save as draft Export	
5	Related Video Links • Leaver Notification Form for Managers • Manager Dashboard	29.07.2026