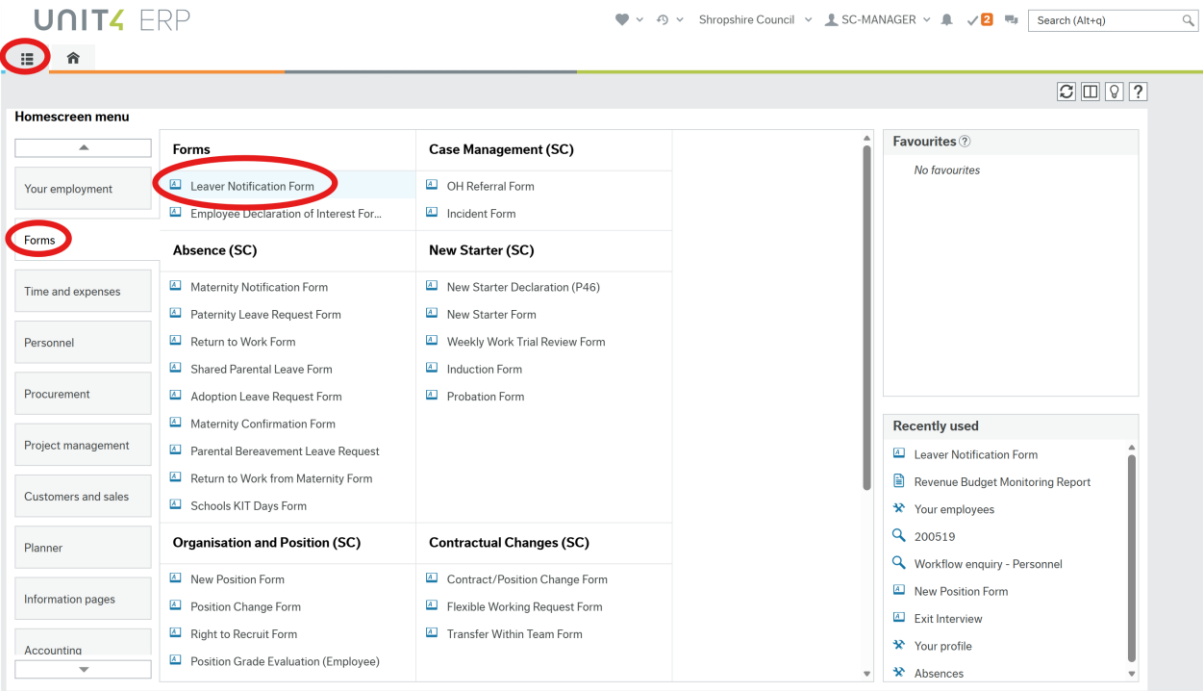


How to complete the Leaver Notification Form

		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 organisation, the Leaver Notification Form needs completing to inform Payroll to process them as a leaver.	29.07.2026
3	Navigate to Main Menu → Forms → Forms → Leaver Notification Form	02.09.2026
4	Step by step process (<i>with videos and screenshots</i>)	
4.1	Navigate to the Leaver Notification Form in the ERP. 	03.09.2026



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

Leaver Notification

Leaver Notification

i To prevent a break in service or delays in payment and new employment start dates for your leaver, please confirm with them whether they are moving to a new Shropshire Council team or maintained school when they leave your service.

Name * 230495 Simon Test	Position * P10627 Tester	Line Manager Testy McTest 200519
Contract Type Permanent	Cost Centre Information Governance	Date Raised 02/09/2026
Resource Start Date 13/07/2026	Leaving Reason * Career Change	Leaving Destination * Not known
Leaving the: * Organisation – all positions you hold	End Date of Employment 30/09/2026	

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.

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.

Select the **End Date of Employment** by clicking on the calendar and selecting the date.

4.3 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. If the form does not relate to a transfer, enter **N/A**.

Comments

Comments

IF YOU ARE AWARE OF A TRANSFER OF TEAM WITHIN THE COUNCIL OR A MAINTAINED SCHOOL PLEASE SUPPLY DETAILS BELOW. IF THIS FORM DOES NOT RELATE TO A TRANSFER, PLEASE ENTER N/A.

Comments *

N/A

- 4.4 In the **Annual Leave** section, confirm if there are any **Hours to be Paid** (put **0** if none to be paid) or any **Hours to be deducted** (put **0** if none to be deducted) and the **Reason for AL to be Paid** (put **N/A** if not applicable.)
There should not be any scenarios where annual leave is both paid but also deducted.
Bought annual leave should not be included here and should always be taken prior to the employee leaving.

Annual Leave

Bought Annual Leave - Please ensure that your employee has taken all this entitlement prior to leaving (it cannot be paid), however it should be noted that the salary deduction may not have been completed, therefore please tick the box to confirm that you have made the employee aware that the total amount owed to the Council will be deducted from the employees final salary.

We should not have scenarios where AL is being paid but also being deducted.

Hours to be paid
This should not include Bought Annual Leave. If this is zero, please add '0' to the box below.

Hours to be Paid *
0

Reason for AL to be paid
This should not include Bought Annual Leave. If this is zero please enter 'N/A'.

Reason for AL to be Paid *
N/A

Hours to be deducted
This should not include Bought Annual Leave. If this is zero, please add '0' to the box below.

Hours to be Deducted *
0

- 4.5 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 be posted to the correct address .
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 off the ERP before they leave their employment. Once an employee's leave date has passed, they will no longer have access to the ERP.

Address/Payslip Warning

If the address of the employee on the form is not up to date, please ensure this is updated in ERP ASAP. P45's will be sent to the 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 will make the employee aware of the above payslip information.

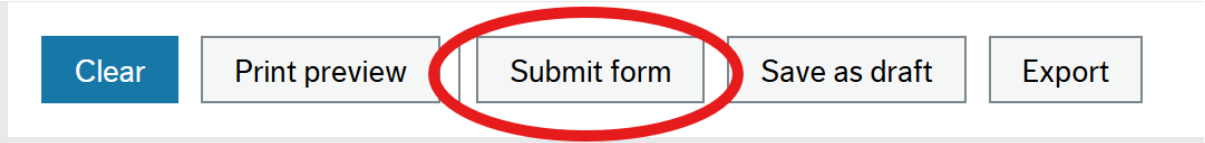
Agree with the Above
☒

- 4.6 There is a reminder in the form to complete the **Exit Interview**.

Exit Interview

The exit interview process is an important step when a member of staff leaves the Council. It helps gather feedback, monitor trends, and identify areas for improvement. Both the line manager and the departing staff member are involved in this process.

Exit Interview
The exit interview form must be completed in the ERP system before the staff member leaves their post or the Council.

	4.7 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 or attach any document, you can select Save as draft. 	
5	Related Policies • Notice Periods Policy • Annual Leave Entitlement Policy Related Video Links • Leaver Notification Form • How to use Forms • Manager Dashboard	03.09.2026