



Business World HR How To A RESOURCE WANTS TO RESIGN LEAVER FORM - RESOURCE

Shropshire Council

Contents

		Page
1	Introduction	2
2	Navigation	2
3	Completing the Leaver Notification Form	3
4	Additional Information	8

1. Introduction

In Business World there is a facility for an employee to complete a 'Leaver Notification Form' instead of them submitting a traditional letter of resignation.

This form should be completed by the Resource (employee). When completed the form will workflow to the Office Manager/Headteacher for confirmation and approval, it will then workflow to Payroll to be actioned.

Alternatively, where the Resource is not able to complete the form, or it is not appropriate for the Resource to complete (for example ill health/retirement), the school administrator can process the leaver by completing the 'Leaver Notification Form' on the Resources' behalf.

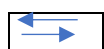
The Office Manager/Headteacher should refer to the 'Business World HR Form Guide – Office Manager/Headteacher completing a Leaver Form'.

2. Navigating Business World

Please refer to the 'Business World HR How To – Navigate' for additional tips for manoeuvring around Business World.

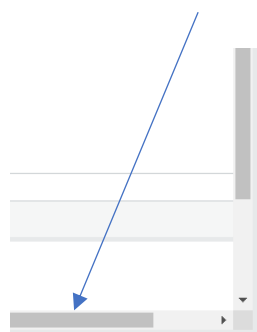
2.1 The Tab key

Please ensure that you are familiar with the tab key. Use the TAB button on your keypad, to move from one field to the next to work through the form.



2.2 The scroll bars

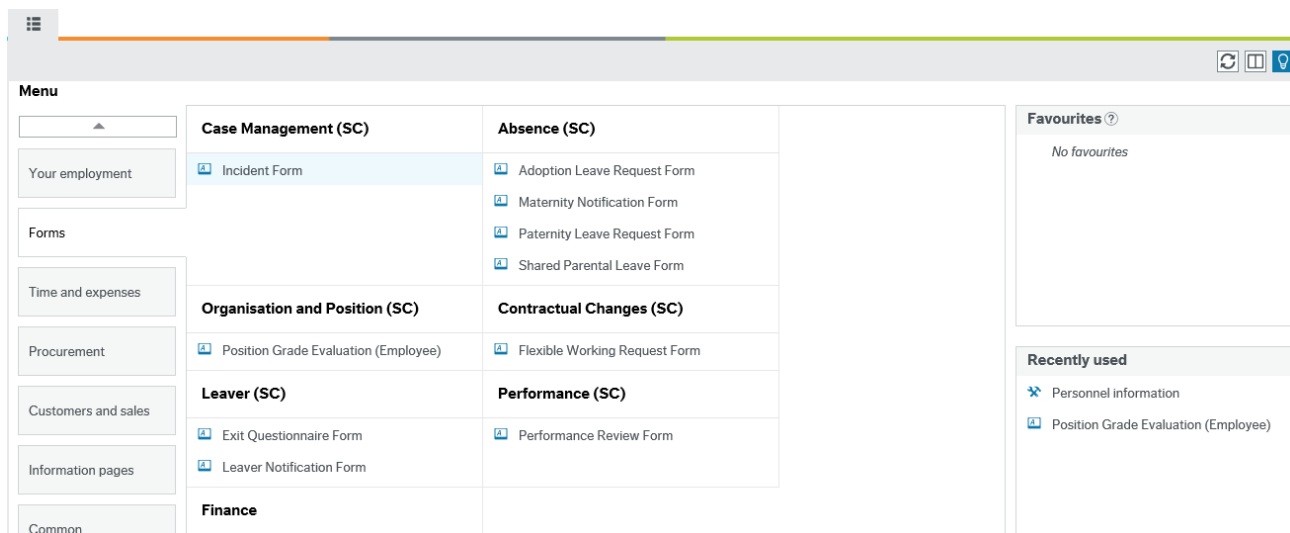
Please ensure you are familiar with the scroll bars to move the screen up and down or left to right.



3. Completing the Leaver Notification Form

STEP 1

Resource Logs on to Business World and selects Forms, Leaver Notification Form:



A new page will open.

STEP 2

These fields below will auto populate:

Leaver Notification Form

The screenshot shows the 'Leaver Notification Form' creation page. It includes fields for 'Form ID' (with a dropdown menu showing '[NEW]'), 'Form description' (with a placeholder text 'Leaver Notification (do not put personal info in this title)'), and 'Form owner' (with a dropdown menu showing a redacted name).

STEP 3

In the Leaver Notification Section, complete as described below:

The screenshot shows the 'Leaver Notification' form with the following fields populated: 'Name' (redacted), 'Line Manager' (redacted), 'Position' (Forest School Assistant), 'Cost Centre' (Forest Primary School), 'Date Raised' (21/08/2019), 'Leaving Reason' (redacted), and 'Provisional Leave Date' (calendar icon).

Name - press SPACEBAR to select your name.

Line manager – this will populate.

Position - press SPACEBAR to select the position you are leaving.

1. If you only hold one position select the position (click on it).
2. If you only work at one school and hold more than one position at that school, but only want to resign from one post, select the position that you wish to resign from.
3. If you only work at one school and hold more than one position at that school and you want to resign from all posts at that school, select one position and in the comments box state that you wish to resign from all positions at the school.
4. If you work at several different employers (e.g. you have a position at school A, and a position at school B and also work for school C) you hold several positions at more than one school. Therefore, you will need to complete a Leaver Notification Form for each different school. In this example you will need to complete 3 different forms - follow the principles described in points 1, 2 and 3 above.

Cost Centre – this will populate.

Date Raised – this will populate to the date the form is being completed.

Start Date – this will be populated to 1/4/2019 – don't worry if this isn't your start date this is the day Business World was created.

Provisional Leave Date – use the calendar to choose the intended date you wish to leave the position/positions. Please note that when you submit your form the Office Manager/Headteacher will confirm the last day of service and last working day when they complete their section of the form.

Please refer to section 4 'Additional Information' for guidance on leaving dates.

The screenshot shows a 'Leaver Notification' form with the following fields and values:

Field	Value
Name *	[Redacted]
Line Manager	[Redacted]
Position *	[Redacted]
Cost Centre	[Redacted] Primary School
Date Raised	21/08/2019
Start Date	01/04/2019
Provisional Leave Date *	[Redacted]
Leaving Reason	[Redacted]
Leaving Destination	[Redacted]
Leaving the:	[Redacted]
Comments	[Redacted]

Leaving Reason – press SPACEBAR to select the reason, you can scroll down the list:

The screenshot shows the 'Leaver Notification Form' interface. The 'Leaving Reason' dropdown menu is open, displaying a list of reasons with corresponding numerical values. A blue arrow points to the scroll bar on the right side of the dropdown list.

Leaving Reason	Value
Career Advance	10
Career Break	20
Career Change	30
Compromise Agreement	CA
Death in Service	DIS
Did not take up employment	40
Dismissal	D
Dismissal Under Probation	DUP
Dissatisfied with Career Prospects	50
Dissatisfied with Working Conditions	60
Duplicate Employee Number	70
End of Fixed Term less than 2 years	80
End of Fixed Term more than 2 years	90
Family Break	100
Further Education	110
Gross Misconduct	GM
Left After Maternity/Adoption	MA
Moved Abroad	120

Leaving Destination – press SPACEBAR and select the option that you require. You can scroll down the list. This will inform the Work Force Census for schools.

The screenshot shows the 'Leaving Destination' dropdown menu. The menu is open, displaying a list of destination options. A blue arrow points to the scroll bar on the right side of the dropdown list.

- Adult Care Sector - LA
- Adult Care Sector - LA
- Adult Care Sector - Private or Voluntary
- Childrens Sector - LA
- Childrens Sector - Private or Voluntary
- Education post outside UK
- Health Sector
- Independent School
- Move to another LA - Other (Including Central Staff)
- Move to another LA - Primary School
- Move to another LA - Secondary School
- Non -education employment - other employ
- Non Education employment - self employment
- Non-Education employment - public sector
- Not in regular employment
- Not known
- Remaining in Same LA - Other (Including Central Staff)
- Remaining in Same LA - Primary School
- Remaining in Same LA - Secondary School

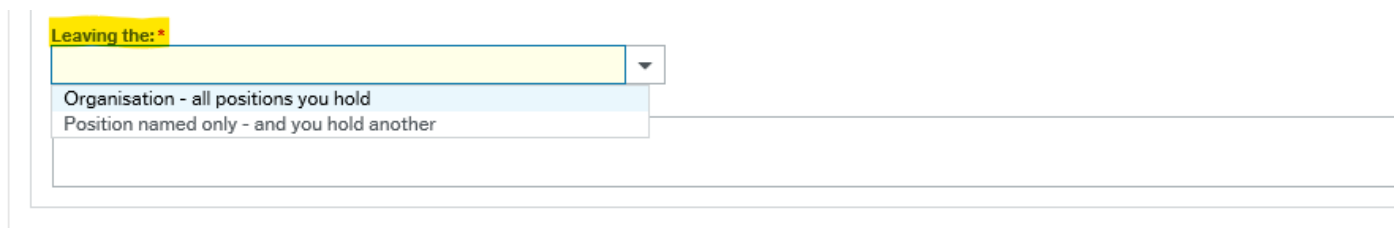
SCROLL BAR

Leaving the: press the SPACEBAR and select from the options:

Organisation – all positions you hold. Select this option if you are totally leaving the Authority in all positions. Your employment record will be closed down and a P45 issued.

Or

Positions named only – and you hold another. Choose this option for all other scenarios.



The screenshot shows a form field labeled 'Leaving the: *' with a dropdown arrow. The dropdown menu is open, showing two options: 'Organisation - all positions you hold' and 'Position named only - and you hold another'.

Please add any additional information here that will help Payroll ensure that your record is correct:

- type in the job title and position ID Number for each position you are leaving at the school
- if you are moving to another school enter details of the school and the position you are moving to with the start date.



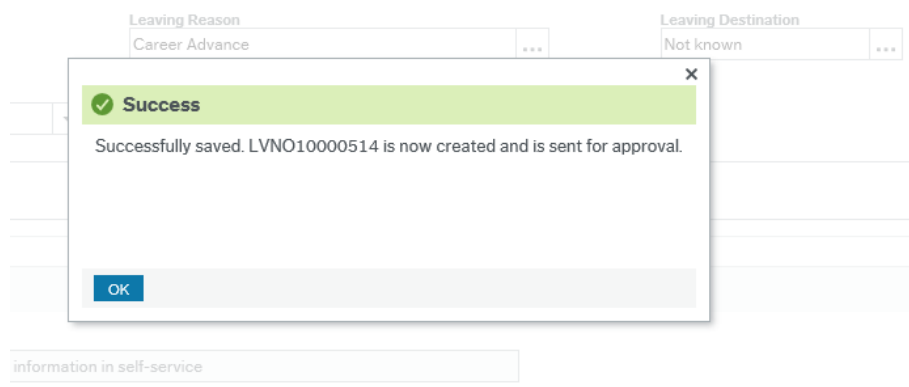
The screenshot shows a 'Comments' text area with a scroll bar. Below it is an 'Address Warning' message: 'Warning: If your current address is not up to date, please update this information in self-service'.

To update your address please refer to STEP 5 and update.

STEP 4

When you are happy that the form has been fully completed press 'Submit Form' and it will workflow to your Office Manager/Headteacher for approval and directly to Payroll. **Make a note of the Form number.** You will receive a 'Success message'.

See screen shot below:



The screenshot shows a 'Success' message dialog box with a green header and a checkmark icon. The message reads: 'Successfully saved. LVNO10000514 is now created and is sent for approval.' There is an 'OK' button at the bottom. In the background, there are form fields for 'Leaving Reason' (Career Advance) and 'Leaving Destination' (Not known).

STEP 5

Checking your address, to ensure any communications are sent to the correct address.

Menu

<input type="text"/>	Start pages	Your employment
Your employment	Expenses	Organisation Chart
Forms	Absences	Line Manager Structure
Time and expenses	Communities	Financial Approval Hierarchy
Procurement	Your employment	Your development
Customers and sales	Personnel information	Course catalogue
Information pages	Activate your substitutes	Required courses
Common	Your activities	Evaluation form
<input type="text"/>		Competences
		Competence information

Check your address is correct. If not, click in the line that shows your address.

Personnel information

Resource **Contact information** Relations Payment information Payroll Employment Personnel Action overview Line Management PR YTD Company Assets Resource Checks Probation

Resource

Lookup
[Redacted]

Address

<input type="checkbox"/>	Address type	Street address	Postcode	Town	Telephone
<input type="checkbox"/>	Home	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="button" value="Add"/>	<input type="button" value="Delete"/>				

Address details

A new section will open, you can update your details:

Address details

Address

Address type
Home

Street address
St. Anthony's
Wenlock Road

Country*
United Kingdom

Postcode
WV16 5AZ

Town

County
Shropshire

Phone numbers

Telephone
01746 761811

Mobile

Pager

Home

E-mail and website

E-mail

E-mail cc

URL

When you have updated your contact details press 'Save'.

Save Clear Export Balance Ra

4. Additional Information

4.1 Support Staff please refer to the following information:

Unless otherwise agreed, the period of notice you must give to the Authority to terminate your employment is determined by the grading of your post and will normally be:

<http://staff.shropshire.gov.uk/policies-and-guidance/hr-and-payroll/notice-periods-policy/>

Those posts up to and including Grade 8	1 Month
Those graded Grade 9 & Grade 10 to PO8 inclusive	2 Months
Those graded PO9 and above	3 Months

Payment on Leaving

The following arrangements which have been agreed with the Trade Union (Unison) will apply to a part-year employee on leaving a particular post:

Leave	Pay to
End of Autumn Term	→ 31 December
End of Spring Term	→ 30 April (or up to and including the day prior to the beginning of the Summer Term if this is earlier)
End of Summer Term Those that start 1 January	→ 31 July

Those that start 1 September → Those who have worked a full academic year or more who would receive payment up until 31 August

Last working Day – this is the day that they last worked. For full time and part time staff who completed all their contracted hours for the week – pay to the Sunday or end of term.

(End of term date for summer e.g. 19th July.)

Last Day of service – this is the date that the employee will be paid to e.g. if they worked a full academic year, they will be paid to 31 August.

4.2 Teachers please refer to the following information:

A teacher should receive not less than one-third of a year's salary for each full terms' service. For the purpose of these arrangements the three terms in each year shall be constituted as follows:

The Summer Term from 1 May to 31 August;
The Autumn Term from 1 September to 31 December;
The Spring Term from 1 January to 30 April.

All teachers resigning their appointment:

- (a) at the end of the Summer Term will be paid salary to 31 August;*
- (b) at the end of the Autumn Term will be paid salary to 31 December;
- (c) at the end of the Spring Term will be paid salary to 30 April.*

*If, however, you resign to take up an appointment with another Authority or governing body you will be paid on the date preceding the day on which the school to which you are appointed opens if this be earlier than 1 May or 1 September.

Last working Day – this is the day that they last worked. For full time and part time staff who completed all their contracted hours for the week – pay to the Sunday or end of term.

(End of term date for summer e.g. 19th July).

Last Day of service – this is the date that the employee will be paid to e.g. if they worked a full academic year, they will be paid to 31 August.