

## Leaver Form – Q&As

**Q1** Is this form available for all employees?

**A** Yes – this form is available for all employees who work in the School, including casual employees.

**Q2** What happens if the SBM/authorised user is absent from work?

**A** The Headteacher will need to contact the Payroll Service Centre to inform them of the situation and confirm a replacement at the time.

Please complete the [Change of User Form](#)

**Q3** What happens if the SBM/authorised user leaves the school's employment?

**A** The Headteacher will need to contact the Payroll Service Centre to inform them of the situation and confirm a replacement at the time.

Please complete the [Change of User Form](#)

**Q4** Can the SBM complete a leaver for themselves?

**A** Yes – As a SBM you can complete your own leaver form, however confirmation from the Headteacher will need to be uploaded with the form before it can be submitted.

**Q5** What if any of the current information held against an employee is incorrect or the posts reporting in to the SBM do not reflect the establishment?

**A** The SBM will need to contact the Payroll Service Centre.

**Q6** The date of leaving has changed, what action is needed?

**A** If the date of leaving has changed in any way the SBM must contact the Payroll Service Centre immediately to ensure there is no under/overpayment of salary. A new online leaver form must then be completed.

**Q7** Why is there an option for 'Moving between Teacher and Officer Payrolls' as a reason for leaving?

**A** This is for the Payroll Team to ensure that the appropriate starter paperwork is received as the employee will be moving between payrolls and not actually leaving the Authority.

**Q8** Why does the system ask for documents to be uploaded when one of the following leave reasons is selected for Officers?

Retirement and Early Retirement -	a copy of the letter of resignation
Early Retirement – Efficiency –	the approval form and notice letter
Early Retirement – Redundancy –	the approval form and notice letter
Redundancy and Redundancy Voluntary-	the approval form and notice letter

**A** This is to ensure that the Payroll Service Centre receive all the correct paperwork, allowing forms to be processed in an accurate & timely manner.

**Q9** What is the process if an employee is leaving due to a Settlement Agreement?

**A** The Manual Leaver form and any associated paperwork will need to be sent securely to one of the Managers on the Payroll Team –

Jane Williams [jane.williams@coventry.gov.uk](mailto:jane.williams@coventry.gov.uk)

Vicki Healey [vicki.healey@coventry.gov.uk](mailto:vicki.healey@coventry.gov.uk)

Christine Higginson [christine.higginson@coventry.gov.uk](mailto:christine.higginson@coventry.gov.uk)

If you receive an out of office please ensure the email is forwarded to one of the other Managers.

**Q10** Can a future leave date be input?

**A** Yes – the date of leaving can be entered up to 3 months in advance from the date it is input, eg: date of leaving 31/12/2023, this can be input from 01/10/2023 onwards.

The limit of 3 months is used to accommodate any changes regarding the employee's circumstances.

**Q11** Can you input a retrospective leave date?

**A** Yes – the date of leaving can be any date in the past. However, any date of leaving in the past will incur an overpayment of salary, the only exception being casual employees depending on when they left.

**Q12** I have an employee who is leaving our employment, however they have more than one post, can I just complete one form?

**A** A leaver form must be completed for each post, this enables the Payroll Service Centre to ensure that the correct date of leaving is entered against each post. A correct informed decision can then be made whether the employee is leaving all their employments within CCC.

**Q13** Will an employee be able to view and print their payslips/P60s after leaving?

**A** The employee's account on My Employment will only be accessible up to 30 days from the date of leaving. It is therefore advised that they should be advised to download & save any documents which they may need for future reference.

**Q14** What is the significance of checking the correct address for the employee?

**A** HMRC regulations only allow an Employer to issue one P45. It is therefore imperative that we have the employee's correct address to ensure that all future paperwork including the employee's P45 is sent to the right address. There may also be GDPR implications if sensitive documents are sent to the wrong recipient.

**Q15** What do you expect to be entered in the Additional comments & notes field?

**A** This field should be used to notify payroll where an overpayment has occurred or whether they are currently repaying an overpayment. It can also be used to inform us that you have amended the address on the leaver submission. Any useful information can be added here. Payroll will then take the appropriate action