



Coventry City Council

Overview of the Leaver Payroll Form

Information Section

After the type of educational establishment has been selected, the information section does what it says on the tin. It contains some information about how the data provided will be used with a link to the Council's Privacy Notice.

There is also information to note before completing the form for the first time and links to some guides that will help you to understand how the fields in the forms work. There is also a link to a Q&A document that will hopefully answer questions you might have about the information requested in the form, preventing you from having to make contact with the Payroll Team.

Payroll Digital Forms - Leaver Form

Information

Contact Details

Personal Details

Leavers

Type of educational establishment *



Academy



Local Authority School

Academies - Request relating to an employee leaving

Please note this leaver form should only be used for Officers and Teachers leaving the school/academy.

For employees who are changing roles within the school without a break in service, a **Transfer** form should be completed.

For employees moving between schools within a multi-academy trust, this **Leaver** form will need to be completed as well as a new **Starter** form in the normal process.

Data Protection Act 2018 and UK General Data Protection Regulations

We will use the information you provide to meet our contractual, legal, and management obligations.

As part of this, we will share your personal information with internal service areas and external organisations who provide services on our behalf. We also need to share with the Cabinet Office (which is a government department) to detect fraud and error in support of the [National Fraud Initiative](#)

More information on how we handle personal information and your rights under the data protection law can be found in our [Privacy Notice](#)

We will keep all information you provide confidential and treat it in accordance with the requirements of data protection law.



I confirm that I have read and accept the terms under which the information provided will be used



Helpful Supporting Information

1. A link to a [document](#) that provides some answers to questions that an authorised form user may have about the information being provided in employee leaver requests. This document also contains information that the Payroll Team want form users to be aware of.

2. A link to a [guide](#) that explains how the various different types of boxes and lists in the form work.

3. A link to a [guide](#) that gives an overview of the information that is required to be input in each section of the form.

4. [Change of User Form](#) - this form will need to be completed when a change needs to be communicated to the Payroll Team about the staff who are authorised to complete the Payroll digital forms

Contact Details Section

The contact details section is where the security validation happens. This ensures that before details of the officers employed by an academy school are presented for selection, the form validates that it is an authorised representative of the MAT that is logged in and using the form.

The validation checks:

- The employee number entered belongs to an authorised representative of the MAT, and
- The employee number is linked to the current post holding entry for the post number entered, and
- The authorised representative's email address (which is also the user's MyAccount email address) is held in their ResourceLink payroll record.

Once you have entered your employee & post numbers click the 'Find Academy' button. The form will validate the above information and if correct will present a drop down list for selection of the academy school that the leaving employee works at. Select the academy school required and progress to the Personal Details screen.

Payroll Digital Forms - Leaver Form

Information Contact Details Personal Details Leavers

Your Contact, Employee & Post Number Details

Name *

Steve Ward

✓

MyAccount email *

steve.ward@academyname.co.uk

✓

Employee number allocated to you *

Employee numbers are 8 alphanumeric characters long

PD456235

✓

Your post number *

Post numbers are 10 alphanumeric characters long

APD0000123

✓

Find Academy

Select the academy where the post the employee is leaving is located *

Select...

▼

Select...President Hill SchoolCampland Primary SchoolKeresley Court Primary AcademyStoke Newland Primary SchoolCoundon Grange School

Personal Details Section

The only field that you can input details in here is the 'known as name' field. If a 'known as name' has already been added to the employee's ResourceLink record it will be pre-populated here.

The employee information that is populated once an employee is selected is taken from a copy of ResourceLink data at the end of each working day. This means that any changes made to ResourceLink records during a working day will not be reflected in the form employee selection list until the next working day.

Payroll Digital Forms - Leaver Form

Information Contact Details Personal Details Leavers

Employee personal details

Select employee *

CAROL HICKS Teaching Assistant Level 2 Employee number: CA027717 Academy: Campland Primary School ▼ ✓

Surname *

Hicks

Legal first name *

Carol

Please provide a 'known as' name for Carol if they like to be referred to it rather than by their legal first name

Employee number allocated to Carol *

CA027717

School Name *

Campland Primary School

Post title *

Teaching Assistant Level 2

Current post number *

ACA0000014

Current post grade *

CMSCF

Current spinal point *

10

Position status *

PT

Employee type

Officer

Leavers Section

This is the section where the specific details about the employee leaving their current role will be captured.

Information about the different types of boxes that will appear on the form is contained in another guide that can be accessed from link 2 in the 'Helpful Supporting Information' box in the Information Section of the form (see page 1 on this guide for details).

Payroll Digital Forms - Leaver Form

[Information](#) [Contact Details](#) [Personal Details](#) **Leavers**

Specific leaver details

For GDPR purposes the address added below needs to be Carol's most recent address. This ensures any future paperwork, eg: P45/leavers letter is sent to the correct address. Please note we are unable to issue replacement P45s

Home address - property number & street *

14 Dulton Road ✓

Address line 2

City/Town *

Bedworth ✓

County/Region
Please enter the country here if Carol will be living outside of the UK

Warwickshire ✓

Post code *

CV12 8SC ✓

Reason for leaving *

Retirement ✓

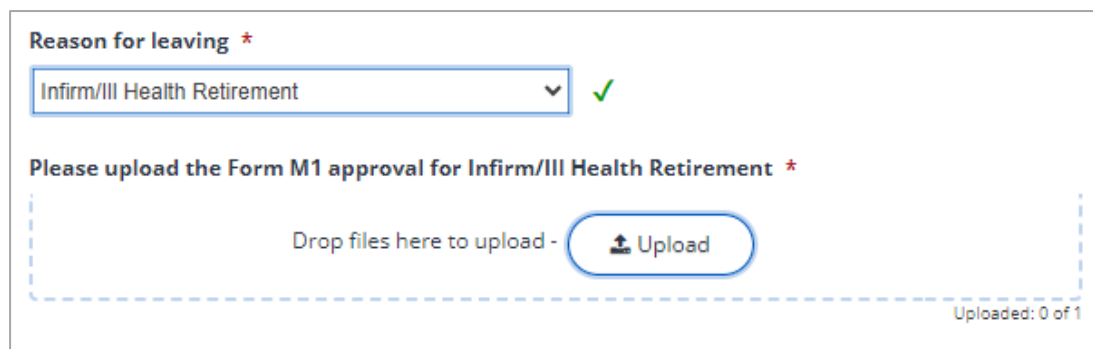
Date of leaving *

31/05/2024 ✓

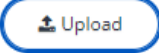
Additional comments & notes
Please add any additional comments that you think will be helpful for Payroll Services when processing this request. For example if redundancy payments or pay in lieu of notice are required, if any forms are required to be sent e.g. to retiring employees, where overpayments or annual leave adjustments are involved

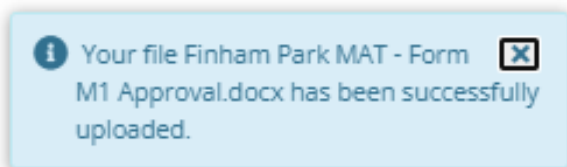
Payroll colleagues have requested that when an Officer leaves their role on the grounds of ill health retirement that a copy of the Form M1 approval document is uploaded into the form.


On selecting leaving reason 'Infirm/III Health Retirement' the user will be presented with the request to upload the Form M1 approval file as shown below.



The screenshot shows a web form with a dropdown menu labeled 'Reason for leaving' with a red asterisk. The dropdown is set to 'Infirm/III Health Retirement' and has a green checkmark to its right. Below this is a text prompt: 'Please upload the Form M1 approval for Infirm/III Health Retirement' with a red asterisk. Underneath is a dashed blue box containing the text 'Drop files here to upload -' and an 'Upload' button with an upward arrow icon. In the bottom right corner of the dashed box, it says 'Uploaded: 0 of 1'.

On clicking the  button, a Windows Explorer (or other operating system) file storage view will be presented for you to navigate to and select the file you want to upload. When you have selected and uploaded the file, a confirmation message will appear in the top right of the screen, as shown below left, and the uploaded file will sit under the Upload box, as shown below right.



 [Finham Park MAT - Form M1 Approv...](#)

Individual file sizes are limited to 5MB per file.