|  |
| --- |
| PERSONAL DETAILS |
| Surname |  | First Name(s) |  |
| Department  |  | Payroll reference number (found on payslip) |  |
| Correspondence Address  |  | NI Number |  |
| Please ensure you login to iTrent Employee Self Service (iTrent ESS) to change the email address set up to receive your payslips to a personal one (so that you can receive your final payslip). If required, you should also download any historic payslips/P60s as you will not have access to MyHR ESS after your employment end date.Your P45 will be sent out to the home address we have on file at the end of the month that you leave the College.  |
|  |
| LEAVING DETAILS |
| Employment end date: |  | Are you currently sponsored by the College? (sponsored on a skilled worker visa / GAE visa) | [ ]  Yes [ ]  No |
| Are you employed through a Research Grant?  | [ ]  Yes [ ]  No | **If yes**, please ensure you have informed the Research Office that you are leaving. | [ ]  Yes  |
|  |
| The following information is used for the annual statistical returns to the Higher Education Statistics Agency (HESA), so it is essential that these sections are completed. Any reports produced using this information are anonymised.  |
| Activity after leaving - Please ⌧ the relevant box.  |
| Other Higher Education Institution  | [ ]   |  please provide details |  |
| Research Institute (PUBLIC Sector)  | [ ]   | please provide details |  |
| Research institute (PRIVATE Sector)  | [ ]   | please provide details |  |
| Student (please provide institution details) | [ ]   | please provide details |  |
| NHS/General medical or general dental practice in UK | [ ]  | Private industry/commerce | [ ]  | Not in regular employment | [ ]  |
| Other Public Sector | [ ]   | Voluntary sector | [ ]  | Self employed | [ ]  | Retirement | [ ]  |
| Location after leaving - Please tick the relevant box.  |
| England | [ ]  | Wales | [ ]  | Scotland | [ ]  |
| Northern Ireland | [ ]  | EU | [ ]  | Non-EU | [ ]  | Do not wish to disclose | [ ]  |
|  |
| SIGNATURES |
| Signature of Leaver  |  | Date |  |

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| --- |
| FOR HR OFFICE USE ONLY |
| HR Data Input  |  | Date |  | HR Data Input Checked by |  | Date |  |
| Payroll Input  |  | Date |  | Payroll Data Input Checked by  |  | Date |  |

 **Other Notes:**