

## Resignation Form – Manager Approval

As a Line Manager you may be required to approve an employee's online Resignation form. You will need to contact the Employment team at [expenses@rlbuht.nhs.uk](mailto:expenses@rlbuht.nhs.uk) or via 0151 706 5124/4299 to gain access to the online system.

The team will reset your password in order to enable your access to the system. Should you already have access to Expenses/Greenlight, you can log in via the [Staff Hub 'Leaving us' page](#).

Once you have logged in you will see the screen below. Your 'log on' information will be provided as per steps 1 & 2.

Company ID  ?

Username  ?

Password  ?

Remember Details  ?

We advise you not to select remember details if you are using a public or shared computer.

logon

The home screen will show all the system icons.

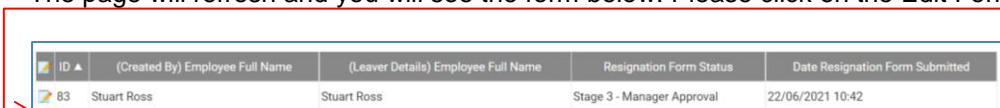
Whilst on the home screen, please click this icon below.

Resignation Forms  
Manage resignations

You will now see the screen below. Click here

Resignation Forms Awaiting Manager Approval (1)  
Resignation forms awaiting approval by the Manager.

The page will refresh and you will see the form below. Please click on the Edit Form icon 

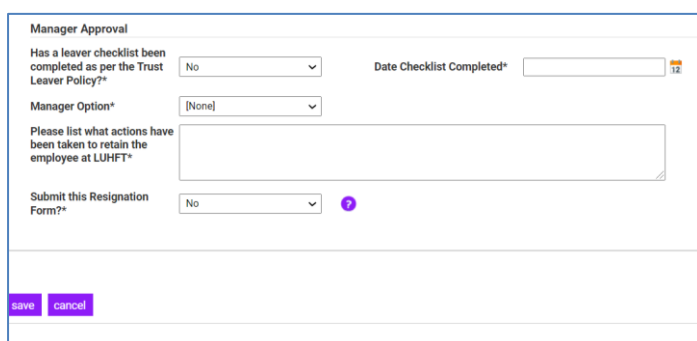


| ID | (Created By) Employee Full Name | (Leaver Details) Employee Full Name | Resignation Form Status    | Date Resignation Form Submitted |
|----|---------------------------------|-------------------------------------|----------------------------|---------------------------------|
| 83 | Stuart Ross                     | Stuart Ross                         | Stage 3 - Manager Approval | 22/06/2021 10:42                |

The Employee Resignation form will now refresh. Please check the leaving details and ensure that you calculate any time balances owed to either the Trust or to the Employee, including annual leave. Any 'time owed' should be taken/worked prior to the employee's last pay date.

It is policy for staff to take their leave and time owing prior to leaving and payments will only be made by evidenced exception when leaving the organisation. It is incumbent on you to facilitate this time being taken to avoid payments having to be made and only an exceptional service need would be seen as reasonable.

When you have checked the resignation details, please scroll to the bottom of the form and complete the Manager section.



Manager Approval

Has a leaver checklist been completed as per the Trust Leaver Policy?\*

No  Date Checklist Completed\*

Manager Option\*

Please list what actions have been taken to retain the employee at LUHFT\*

Submit this Resignation Form?\*

No

save cancel

The Leaver checklist can be found in appendices of the [Leaver Policy](#) on the Trust's HR Staff Hub. This is to be completed in conjunction with the resignation form.

The Trust does not want to lose good staff and in line with the national People Plan, we would advocate that you have a conversation with each member of staff wishing to leave, to see if there is any alternative approach that would keep them with us. This may be a transfer to another specialty, maybe some supported CPD or a more flexible working approach. Service need is always important but more and more we understand that keeping existing staff in an environment that they are comfortable in promotes good patient care and improves morale. The overarching, anonymised information gathered from the resignation form will be reported to the Trust's Workforce Committees, specifically around any successful actions taken to retain our employees.

Once you have completed the form, change the drop down option to Yes on the 'Submit this Resignation Form' question and press Save.



Submit this Resignation Form?\*

No Yes No

save cancel

The form will now automatically proceed to payroll via the Employment team. A notification of the leaving date also goes to other departments such as IT, car parking etc to allow them to disable access, so you are not required to contact them separately.

If you require any assistance with any part of this form, please contact the Employment Team on 0151 706 5124/4299.