

Resigning from Liverpool University Hospitals Trust (LUH)

Should you wish to resign from your employment with LUH you are no longer required to submit a letter or email, the process is fully electronic. You will need to contact the Employment team at expenses@rlbuht.nhs.uk or via 0151 706 5124/4299 to gain access to the online system.

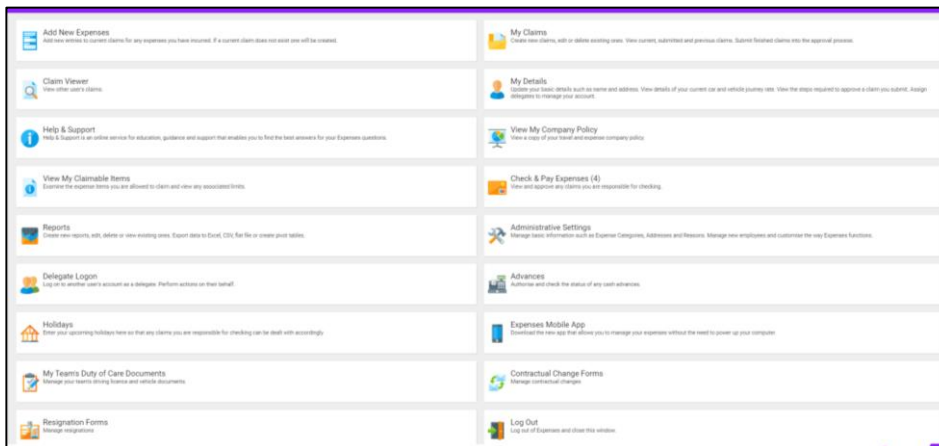
The team will reset your password in order to enable your access to the system. Should you already have access to Expenses/Greenlight, you can log in via the [Staff Hub 'Leaving us' page](#).

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

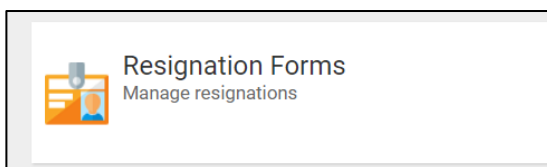
The login form contains the following fields and options:

- Company ID:** A text input field with "LUH" entered and a question mark icon to the right.
- Username:** A text input field with a question mark icon to the right.
- Password:** A text input field with a question mark icon to the right.
- Remember Details:** A checkbox that is checked, with a question mark icon to the right.
- Disclaimer:** "We advise you not to select remember details if you are using a public or shared computer."
- Logon:** A purple button with the text "logon".

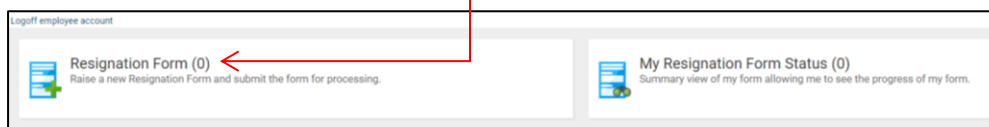
The home screen will show the all the system icons.



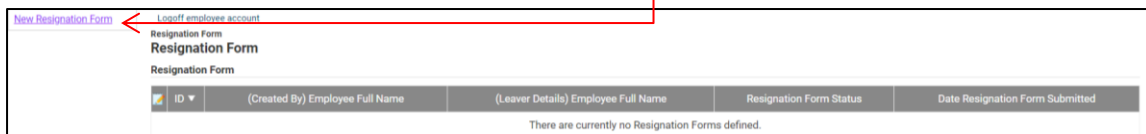
Whilst on the home screen, please click this icon below



When you see the screen below, click here



The page will refresh and you will see the form below. Please click on the [New Resignation form link](#):



The form will now load. Please read the information statement prior to completing the form:

The screenshot shows the 'Create Resignation Form' page. It has a purple header with 'Resignation Form'. Below is an 'Information' section with instructions: 'Please complete your details for your resignation form. If you are resigning from a specific job role but not leaving the trust please select that assignment below. If you are resigning from more than one job role but not leaving the trust please complete a separate resignation form for each role and select the relevant assignment below. If you are leaving the Trust please enter your primary assignment and indicate that you are resigning from all roles. Once you have entered your assignment details, select the continue button to complete your resignation form details.' The 'Your Details' section includes 'Your Name*' (dropdown), 'Employee Full Name (Username)', 'Employee Number', and 'Email Address'. The 'Your Assignment Information' section includes 'Assignment*' (dropdown), 'Group', 'Assignment Number', and 'Primary Assignment'. There are also fields for 'Are you resigning from all assignments?*' (dropdown) and 'Ready to Continue?' (dropdown). At the bottom are 'continue' and 'cancel' buttons.

Your assignment details will automatically populate once you have selected your name from the dropdown menu, under the 'Your Details' section.

As per the information statement, you can check which assignments are listed and what they relate to in terms of any split posts or your bank assignments. The Group will show as the Ward/Department of your primary assignment.

Group	287 z 0328 Workforce Information UPT	?
Primary Assignment	Yes	?

You will need to confirm which assignment you are resigning from, from the menu below and select 'Ready to Continue' Yes.

The screenshot shows the 'Are you resigning from all assignments?*' dropdown menu. The dropdown is open, showing options: '[None]', '[None]', 'All Assignments', 'Primary Role', and 'Secondary Role'. The 'Ready to Continue?' field is visible below the dropdown.

The form will refresh and you will be required to complete the fields listed below:

Resignation Form

Employee Staff Group* [None] v

Supervisor in ESR?* No v

Last Working Day* [] 12

Contract End Date* [] 11

Length of Time at the Trust* [None] v

Is All Your Trust Property Returned?*" No v

Manager Details

Manager Name* []

Manager Email* []

Manager Contact Telephone Number* []

Please note: the Contract End Date should be the last paid date should your last working date be prior to this date.

Please detail your manager's full name to ensure the correct manager is selected.

The following section is a series of statements/information points: Please ensure as per the [Trust Leaver policy](#) that **all** remaining annual leave is taken prior to your last paid date. No payments for lieu of annual leave will be made upon leaving the Trust unless by evidenced exception.

Annual Leave Entitlement/Payment

As per the Trust Leaver Policy, please ensure all annual leave is used prior to your last working day. It is not Trust policy to pay for remaining leave.

Please confirm you have understood the above statement* No v

Bank Work

Should you wish to undertake any Bank/Locum shifts, please make sure you register this with the Temporary Staffing team prior to leaving your role.

AFC Staff:
 Email: bank.recruitment@liverpoolft.nhs.uk
 Telephone: 0151 706 2854 (Royal site) 0151 529 6999 (Aintree Site)

Medical & Dental:
 Royal and Broadgreen Sites Email: medicaltemporarystaffing@rlbuht.nhs.uk
 Aintree Site Email: Medical.staffing@liverpoolft.nhs.uk

Salary Sacrifice and Annual Public Transport Tickets

Please note, on completion of this form the Trust will undertake a check against records to identify any outstanding Salary Sacrifice items, including annual public transport ticket loans. The Trust will then ensure that any outstanding payments are deducted from your final salary. However, it is possible to spread any remaining payments across your notice period. We would recommend you contact the Salary Sacrifice team on 0151 7065173 to discuss your options, or you may return your annual ticket to the Travel Office (in Estates) to cancel.

Is Salary Sacrifice Ongoing? No v

Car Parking

Following receipt of this form, on your last day of service the Trust will deactivate your Trust ID badge and terminate car parking arrangements. Your ID badge and Car Parking permits/cards must be returned to avoid further charges being applied against your final salary. These can be returned to the General Office at Aintree or the Travel Office at the Royal (Estates). Car Park arrangements are non-transferrable.

Payslip and P60's

Please note, once your leave date has passed you will be unable to access your online ESR records, including your Payslips and P60 information. Please ensure you make arrangements to access the system and download electronic copies of these documents before your official leave date with the organisation.

You will need to select the reason for leaving, by clicking on the magnifying glass here


Reason for Leaving

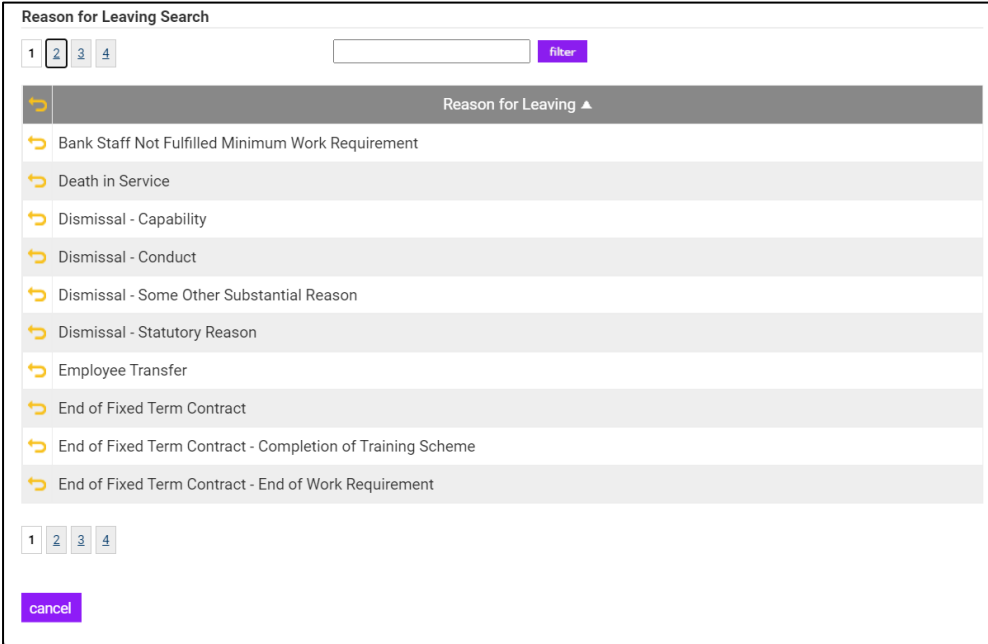
Reason for Leaving* [] 🔍

Destination on Leaving* [None] v

Other NHS Destination []

Start Date at New Trust [] 12

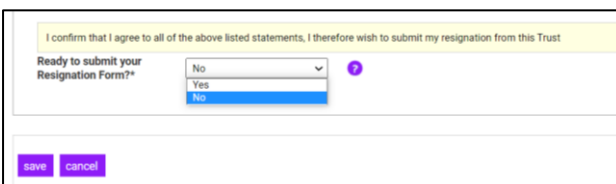
You will see shown the list of reasons below. To review each page of reasons (as there are many to choose from) please click on each number. When you have decided which is the most relevant to you, please click on this icon  next to the appropriate reason in order to select it.



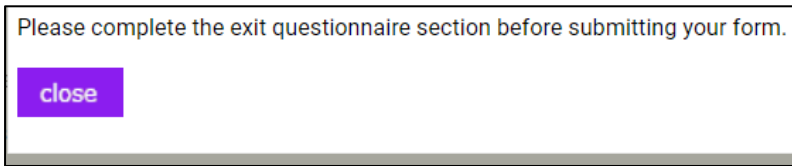
You need to select your destination on leaving from the drop down menu. Should you select NHS Organisation, please enter the name of the NHS Trust and your start date.



Once you have completed the Forwarding Address details if they are relevant, you will need to select Yes from the drop down menu on the Ready to Submit your Resignation form box and then press Save:



The screen will now refresh and you will see the message below asking you to complete the exit Questionnaire:



Please complete the exit questionnaire section before submitting your form.

close

The Exit Questionnaire is voluntary, but if we can't keep you we would really appreciate your honest feedback about your time with Trust. It is important we gather this information in order to understand why people move on and for the Trust to learn and develop. This section is completely confidential and if you do not wish to be contacted further once you have completed, that is absolutely fine. However if you feel a further discussion would be beneficial, the Employment team will arrange a confidential session with HR or someone relevant who you would feel comfortable with.

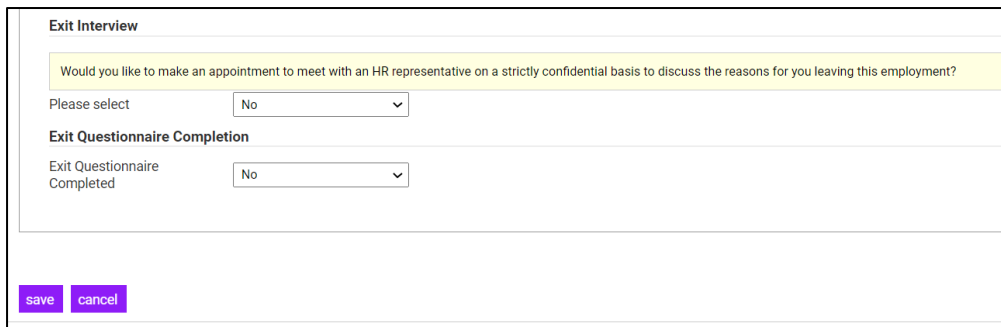
To complete, click on the Exit Questionnaire tab at the top of the page:



Resignation Form Exit Questionnaire

The Exit Questionnaire is a series of drop down menus and these are self explanatory. Please select the appropriate answer to each question.

However, should you decide you do not wish to complete the questionnaire you can scroll to the bottom of the page and change the No to a Yes on the Exit Questionnaire Completion and press Save.



Exit Interview

Would you like to make an appointment to meet with an HR representative on a strictly confidential basis to discuss the reasons for you leaving this employment?

Please select No

Exit Questionnaire Completion

Exit Questionnaire Completed No

save cancel

Once completed you will receive an email to confirm your resignation has been submitted. As the form progresses, you will continue to receive email notifications.

The basic details of your form will now automatically go to your manager as they need to be notified and approve the transaction and then payroll. A notification of your leaving date also goes to other departments such as IT, car parking etc to allow them to disable access.

If, at any point, you need to discuss the detail you have submitted, please contact the Employment team using the details shown as the beginning of this document.