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 <u>expenses@rlbuht.nhs.uk</u> 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 <u>Staff Hub 'Leaving us' page</u>.

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

Company ID Username • Password		0
Remember Details		0
We advise you not to sele using a public or shared o	ect remember details if you are computer.	logon

The home screen will show the all the system icons.

Add New Expenses At the wester to careful dams for any represent you have incareful. If a current dams that set sets and per will be swated.	My Claims Control not chern, will be abless antibusy user, two scattering values and pressus cherns. Scatter frainteet cherns one for approval pressus.
Cater Viewer View ofter and scheme	My Details . Some you have been a submert of salteres. Your simular of your current can not whick yourray uses. Your the days required to appoint a clear was advect. A saring a setting to appoint a set of the days of the d
Help & Support V Help A Support	View My Company Policy View cost of an amount and automatic services publics
Verw My Claimable Items Dearies the expressions you are allowed to claim and one any exocutant lines.	Check & Pay Expenses (4) There al support any failing on an expension for checking.
Reports Dever we signify, sith, defer or site existing sites, Sport allow to Dont, CHI, for fir or every part tables.	Advisibilitative Settings Properties the University and a Expense Congress, Addresses and Processes, Manage New employees and continuing the very Digenese Exections.
Delegate Logon.	Advances Adv
Holdsays.	Expensions: Mobile App Institution was go that advance process requestory without the west to power up your computer
My Tearnis Duty of Care Documents Monoport service services and vehicle documents	Contractual Change Forms
Resignation Forms Interge requirement	Log Dat Log not of Dynamics and close the window.

Whilst on the home screen, please click this icon below



When you see the screen below, click here

Logoff employee account	
Resignation Form (0) Resignation Form and submit the form for processing.	My Resignation Form Status (0) Summary view of my form allowing me to see the progress of my form.

The page will refresh and you will see the form below. Please click on the New Resignation form link:

New Resignation Form	Jonation Form Resignation Form Resignation Form Resignation Form				
	📝 ID 🔻	(Created By) Employee Full Name	(Leaver Details) Employee Full Name	Resignation Form Status	Date Resignation Form Submitted
			There are currently no Resignation Forr	ns defined.	

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

Please complete your details	for your resignation	form.		
If you are resigning from a spe	ecific job role but no	t leaving the trust plear	se select that assignment below.	
If you are resigning from more	than one job role b	ut not leaving the trust	please complete a separate resignation form for	r each role and select the relevant assignment belo
If you are leaving the Trust ple	ase enter your prim	ary assignment and inc	dicate that you are resigning from all roles.	
Once you have entered you as	isionment details of	elect the continue butto	in to complete your regination form details	
once you have entered you as	raigninient details, si	elect the continue butto	into complete your regination form details.	
Your Details				
Your Name*	[None]	~	Employee Full Name (Username)	0
Employee Number		0	Email Address	0
Your Assignment Informati	ion			
Assignment*		Q	Group	0
Assignment Number		0	Primary Assignment	0
Are you resigning from all	INonel	~		
	P.c.m.			
assignments?*				

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.

287 z 0328 Workforce Information UPT	0
Yes	0
	287 z 0328 Workforce Information UPT Yes

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

assignments?*	[None]	~
	[None]	
Ready to Continue?	All Assignments	
	Primary Role	
	Secondary Role	

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

Resignation Form]	Please note: the Contract End Date should be the last paid date should
Employee Staff Group*	[None]	•	$ \rightarrow $	your last working date be prior to this date.
Supervisor in ESR?*	No	·		
Last Working Day*		12		
Contract End Date*] 🖬 <	₽,	
Length of Time at the Trust*	[None]	·		Please detail your manager's full
Is All Your Trust Property Returned?*	No	·		name to ensure the correct manager is selected.
Manager Details		_		
Manager Name*] ←		
Manager Email*				
Manager Contact Telephone Number*				

The following section is a series of statements/information points: Please ensure as per the <u>Trust</u> <u>Leaver policy</u> that <u>all</u> 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
La partie Trat La part Fallen place annu al const la partie la partie de una de place te una de
As per the rust Leaver Policy, prease ensure an annual reavers used phore by your last working uay, it is not must policy to pay ion remaining reave.
Please confirm you have
understood the above 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@ilverpoolft.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@ilverpoolft.nhs.uk
Salary Sacrifice and Annual Public Transport Tickets
Hease hole, on completion or this form the russ will infer take a creck against records to belinury any outstanding satary sachine terms, including annual policit anapport tocket bans. The russ will there russ will there russ will infer take any outstanding payments are beducted from your final satary. 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 Sarrifee Denoine2
* 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]
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.

Reason for Leaving Search					
1 2 3 4	filter				
Generation Reason for Leaving ▲					
😏 Bank Staff Not Fulfilled Minimum Work Requirem	ent				
😏 Death in Service					
😏 Dismissal - Capability					
😏 Dismissal - Conduct					
😏 Dismissal - Some Other Substantial Reason					
😏 Dismissal - Statutory Reason					
😏 Employee Transfer					
😏 End of Fixed Term Contract					
🐤 End of Fixed Term Contract - Completion of Train	ing Scheme				
🐤 End of Fixed Term Contract - End of Work Require	ment				
1 2 3 4					
cancel					

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.

	[None] 🗸
	[None]
	Abroad - EU Country
	Abroad - Non EU Country
	Armed Forces
	Death in Service
s	Education /Training
	Education Sector
	General Practice
	NHS Organisation
	No Employment
	Other Private Sector
	Prison Service
	Private Health/Social Care
	Return to Practice
	Self Employed
	Social Services
	Unknown
ſ	

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:

Ready to submit your Resignation Form?*	No	~	0	
	Yes			
	No			

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

Please complete the exit questionnaire section before submitting your for	m.
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 imprtant 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 absolutley 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:



The Exit Questionaire 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 comlete the questionannire you can scroll to the bottom of the page and change the No to a Yes on the Exit Questionnaire Completion and press Save.

Would you like to make an appointment to meet with an HR representative on a strictly confidential basis to discuss the reasons for yo Please select No Exit Questionnaire Completion Exit Questionnaire Completed	
Please select No Exit Questionnaire Completed No	u leaving this employment?
Exit Questionnaire Completion Exit Questionnaire Completed	
Exit Questionnaire Completed	
e 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.