

End of Employment Form



Please complete and send (together with the letter of resignation if appropriate), to the relevant Human Resources Administration Team, **for any employee whose appointment with your School / Support Department is ending, whether the reason is leaving University employment or taking up an appointment in another School / Support Department.** Where the employee has outstanding annual leave to take, this may be taken during the notice period. However, where it is mutually agreed that annual leave will not be taken during the notice period then any outstanding annual leave should be paid to the employee. Please note that where the end of employment date coincides with the end of funding date no annual leave will be paid beyond the end of employment date. Please complete this form as soon as possible after you have received notification from the employee, failure to do so may result in over-payment of salary. Please contact your local Human Resources Administration Team if you have any queries concerning the completion of this form, <http://www.humanresources.ed.ac.uk/contact.htm>

Employee Details

Ref. No.	Surname	First Name
----------	---------	------------

School/ Support Dept

End of Employment Details

Employee's Grade		A Annual Leave Entitlement for a Full Leave Year (Note: some staff have a different entitlement based on work patterns. e.g. part-time, part-year, 6 day weeks etc.)	days
Last Working Day (the last day the employee will be present in the School.)		B Annual Leave Entitlement between Start of Leave Year and Last Day of Employment (calculate full months only, part months do not count).	days
Last Day of Employment in School.		C Annual Leave Taken Between Start of Leave Year and Last Day of Employment	days
Any outstanding annual leave to be paid will be charged to same account(s) as the employee's salary.		D Balance of outstanding leave to be paid, (B minus C). Note: a formal record of the no of annual leave days must be kept to establish entitlement to payment for outstanding leave. For payroll purposes, record outstanding leave in hours.	days
			hours

Employee's reason for leaving this employment
(please enter the relevant code from the list below)

HESA Reason for End of Contract
(please enter the relevant code from the list below)

HESA Activity After Leaving
(please enter the relevant code from the list below)

HESA Location After Leaving
(please enter the relevant code from the list below)

Forwarding Details

This information is necessary in order to ensure the final payment, P45, and Pension information etc. is received by the employee. Payment of final salary is made on the normal contractual payday, and a P45 will be issued after that.

Address (including post-code) to which correspondence should be sent after the Last Working Day.

Authorised Signatory (signed)	Internal Telephone Number	Date Submitted
Print Name		

HR Use

End of Employment Form

Employee's Reason For Leaving

Description	Code	Description	Code
Resignation:		Dismissal:	
Abandon Contract	RES:AC	Capability	DIS:CA
Enhance Career/Better Job	RES:MEC	Conduct	DIS:CO
Family Responsibilities	RES:FR	Ill-health	DIS:IL
Ill-health	RES:IL		
Job Dissatisfaction	RES:JD	Others	
Maternity (before Childbirth)	RES:MAT	Death in Service	OTH:DS
Non-return from Maternity Leave	RES:MNR	End of Training Contract, No Qualification	OTH:TNQ
Three Months after Maternity Leave	RES:MTH	End of Training Contract, Qualification Complete	OTH:TQC
Not Known	RES:NK	Internal Transfer	OTH:IT
Retirement:		Immigration/Work Permit Restrictions	OTH:IWR
Normal Retirement	RET:NR	Mutually Agreed Termination	OTH:MUT
Early Retirement	RET:ER	Voluntary Redundancy	OTH:VR
Voluntary Severance/Enhanced Retirement	RET:VS	Redundancy from Expiry of FTC	RED:FTC
Ill-health Retirement	RET:IL	Redundancy from OEC	RED:OEC

HESA Reason for End of Contract

Description	Code	Description	Code
Continued employment, new HESA contract record generated	1	Resignation	6
Atypical contract issued	2	Retirement (excluding ill-health)	7
End of fixed-term contract	3	Death	8
Voluntary redundancy	4	Other (includes dismissal and ill-health)	9
Other redundancy	5		

HESA Activity After Leaving

Description	Code	Description	Code
Working in a higher education institution	1	Working in the private sector	8
Working in another education institution	2	Self-employed	9
Working in a research institute (private)	3	Registered as a student	10
Working in a research institute (public)	4	Retired	11
NHS/General medical practice/General dental practice	5	Not in regular employment	12
Working in another public sector organisation	6	Not known	90
Working in the voluntary sector	7		

HESA Location After Leaving

Description	Code	Description	Code
England	1	Other EU	6
Wales	2	Non-EU	7
Scotland	3	Non known	8
Northern Ireland	4	Information refused	9
UK (not otherwise specified)	5		