**NDM Leaver Data Collection Form**

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| **Name of employee leaving:** |  |
| **Last date of employment:** | Last working day, if annual leave will be used prior to the end of employment:  *For HR use only:*  *All holiday balance to be used:*  *Outstanding holidays to be paid:*  *number of holidays:*  *Holidays to be deducted from final pay:*  *number of holidays:*  *Details (e.g. cost allocation for holiday pay):* |
| **Leaving reason:** | Resignation:   1. personal/family 2. pay/conditions 3. career reasons 4. further study 5. early retirement 6. normal retirement 7. other type of retirement *(to be completed by HR, details:      )* 8. voluntary severance   Name and address of your new employer, if applicable *(please note this information is essential for HESA compliance)*:  If relevant, your new job title:  Dismissal:   1. end of fixed-term contract/redundancy 2. retirement (EJRA) 3. other *(to be completed by HR, details:       )*   Transfer to another University department:   1. Give details:   Probation:   1. resignation during probation 2. dismissal during probation   Other:   1. Give details: |
| **Forwarding address for P45 and last payslip:**  **Contact details:**  Please confirm the following: | Please forward P45 & last payslip to:   1. home address (details below) 2. work address 3. other, give details:   Home address:  Telephone number:  Email address: |
| **Continuous network drive, data and building access request:**  (if applicable) | 1. I require access to **network drives & data** after I leave:   Access required until date:  Give details of the level of access & data required:   1. I require access to **building(s)** after I leave:  until date:   Give details of the level of access required:  *Please ensure to discuss this request with your line manager (and also with IT for network and data access) before you leave*  *For HR use only:*  *Request has been approved by the line manager*  *Request has been forwarded to the IT (if applicable)*  *Visitor Agreement issued*  *Recorded on Visitor Tracker*  *University card extended & status changed:*  *Calendar reminder set for the new expiry date:* |
| **Systems access**  What systems access do you have, as HR will need to notify the relevant person as listed? | 1. PeopleXD (formerly CoreHR) (Elena McPhilbin) 2. X5 (unit Business Manager/Administrator) 3. Oracle (Unit Finance Manager) 4. other ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Equipment/items**  Please tick which items you have. | 1. laptop 2. mobile phone 3. lab coat 4. lab book 5. locker key 6. parking permit 7. university card 8. other ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Training agreement** | Do you have a training agreement in place that is/was supported by NDM?   1. yes 2. no |
| **Additional role holder:** | Do you hold any of the following roles?   1. Bullying and Harassment Advisor 2. Mental Health Allies |
| **Additional information:** | Click or tap here to enter text. |
| In accordance with the University’s [staff privacy policy](https://compliance.admin.ox.ac.uk/staff-privacy-policy) I agree for NDM to hold and use my personal data as specified.  **Signed:** | |
| **Date:** | |

**Additional checklist for you to arrange all practicalities before leaving:**

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| **Description** | **Key contact to make the arrangements with** |
| Access to your work related data, transferring and storing of the data | IT (& line manager) |
| Home Office personal Licence (if applicable) | Ask HR if you don’t know your unit contact |
| Personal belongings | Please remove all your belongings before leaving |

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| ***Checklist for HR use only*** | |
| *Line Manager & Unit Administrator notified* | *Staff Immigration Team notified (if applicable)* |
| *IT & Lab Manager notified* | *PeopleXD updated* |
| *Grant and Finance Team notified* | *NDM Exit Interview held* |
| *Removed from mailing lists* | *Asset disposal form completed (if applicable)* |
| *Building & Facilities Team notified* | *University card office notified (if applicable)* |
| *Personnel & e-file updated* | *NHS HR team notified (Hon.contracts)* |