**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:
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| **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 ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **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 ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **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
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| **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)* [ ]  |