**NOTE: Do not use form if employee is moving posts internally within Trinity College.**

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| --- | --- |
| School /Discipline / Area: |  |
| Name and Employee ID of Employee Leaving: |  |
| The above Employee’s contract of employment is to end on (last day on TCD payroll): |  |
| Reason for Leaving (please choose one): | * Contract Ending - less than 2 years' service with College * Contract Ending - more than 2 years' service with College * Resignation * Retirement * Redundancy * Probation not passed |
| Holiday entitlement (please indicate number of annual leave days **not taken** to the end date of employment)[[1]](#footnote-1): |  |
| I confirm that I have reminded the above Employee to **update their home address and email (for pension purposes) in Core Portal** <https://my.corehr.com/pls/coreportal_trp/> | YES/NO\*  \*If the employee does not have access to update Core, please add their address and email here: |
| Does the Employee have any outstanding Travel Pass / Bike to work to be paid back to TCD? | YES/NO |
| Does the Employee have any outstanding House Loan payments to be paid back to TCD? | YES/NO |
| FIS – Has the person completed the Oracle Leaver Form and emailed [FIS\_Support@tcd.ie](mailto:FIS_Support@tcd.ie) to advise. <https://www.tcd.ie/financial-services/forms/#fisforms> | YES / N/A |
| Approval has been obtained to retain data obtained through research | YES/NO |

Please note that fixed term staff with 2 or more years' service may be entitled to a redundancy payment if their contract is terminated. If you require further clarification, please contact the HR Service Centre at Ext 3333 or email at [hr@tcd.ie](mailto:hr@tcd.ie)

Please ensure that the minimum contractual notice period and/or the Minimum Notice and Terms of Employment Acts, 1973-2001 are complied with.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | |  |  |
|  | Line Manager | |  | Print Full Name |
|  |  |
|  |  |
| Date: |  | |  |  |

Please supply Name, Extension No. and email of person who can be contacted by Human Resources if there are any queries regarding this form:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Extn. |  | email |  |

**Please send completed forms to** [**hr@tcd.ie**](mailto:hr@tcd.ie) **or to the relevant section in Employee Services as below:**

Academics [hracademics@tcd.ie](mailto:hracademics@tcd.ie)

Professional, Admin, Support, Technical [hrprofessionalsupporttechnical@tcd.ie](mailto:hrprofessionalsupporttechnical@tcd.ie)

Research [hrresearchstaff@tcd.ie](mailto:hrresearchstaff@tcd.ie)

Fortnightly [hrfortnightlystaff@tcd.ie](mailto:hrfortnightlystaff@tcd.ie)

Incomplete or unsigned forms will not be accepted and will be returned to the School / Department for completion

|  |  |
| --- | --- |
| **Manager / Employee Checklist for local use** | **Yes / No** |
| (If applicable)resignation has been received from the Employee in writing.  Notice period as per contract of employment has been honoured. |  |
| Leaver Form has been completed with details on:   * last day of work * details of any outstanding annual leave * details of any outstanding Travel pass, bike to work, house loans, fee remission etc that are to be paid back |  |
| Leaver Form has been emailed to [hr@tcd.ie](mailto:hr@tcd.ie) or to the relevant Employee Services section. If resignation, employee resignation in writing must also be included. |  |
| Arrangements have been made to return the following:   * Mobile phone / Laptop / tablet or other electronic equipment * Access keys / locker keys / desk keys / swipe cards * Files / email lists * Employee ID Card |  |
| Any confidential information, personal information etc held on drives, emails, databases are removed. Any remote access for Employee is disabled. |  |
| Employee has been reminded to access Core Portal to Print/Save all relevant payroll documents before departure as access to Core Portal will expire on cessation of employment. |  |
| Handover:   * Has a meeting been arranged to handover outstanding work and ensure continuity of service? * Has your employee's departure been communicated to the wider team and is it clear where future queries should be directed? * Do you need to update the School / Department contact details or organisation chart? * Has the employee set an 'out of office' message so that queries are directed to a new colleague? * Are there instances where the employee is an approver for a University business system (e.g. e Procurement) as this access and responsibility may need to be transferred to another colleague. |  |

1. Note: annual leave is moving to 1at Jan to 31st December, but may be Sept to Oct. Where a Employee has not worked a full leave year by their last date, they are only entitled to pro-rata holidays, i.e. total annual leave entitlement divided by 12 months, times number of months worked. [↑](#footnote-ref-1)