



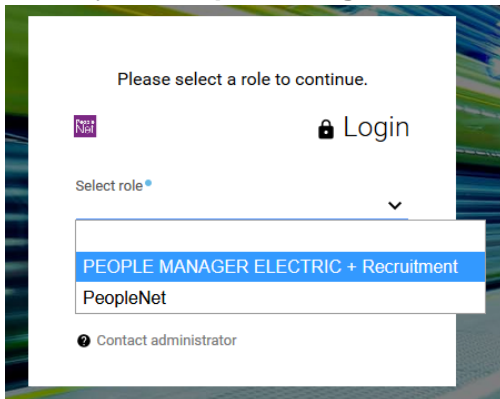
Line Manager Actions

Enter leaver information on People Manager

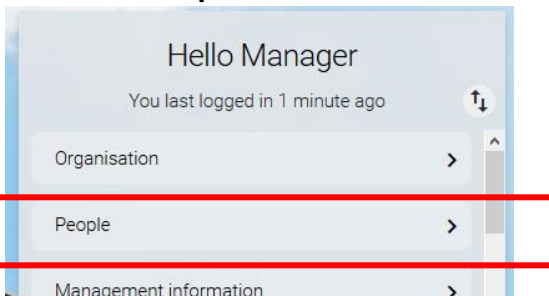
Follow the below steps to enter leaver information for the employee on People Manager:

1. Login to People Manager using your PeopleNet login details
Link to People Manager: https://ce0230te.webitrent.com/ce0230te_web/wrd/run/etadm001gf.open

2. Select your **People Manager** role



3. Select the **People** link from the section's menu



4. Search for the employee using the **search** option on the left-hand panel to display the employee's Person Summary Screen

Personal
Known as **Manager**
0 Year(s) 1 Month(s) In service
21408 (Personal ref.)
1000001233 (Personal)

Employment
Recruitment Advisor | CO HR Partner Team
36.00 hours | Employee | Full time | Permanent
Occupancy started on 01/09/2020
Reporting manager
Miss Manager Test
HR Advisor

Calendar
VIEW FULL CALENDAR
05 - 18 October 2020
05 06 07 08 09 10 11 12 13 14 15 16 17 18

1 Sep 2020 - 31 Dec 2020
0 of 0 days
Holidays remaining (as of last calculation)

5 Oct 2019 - 5 Oct 2020
0 days
Days off sick inclusive of all positions

5. Scroll to the bottom of the Person Summary Screen and click **Enter leaver information** under the Leaver information folder

6. Complete the **Leaver information** page and click **SAVE**
 *You will not be able to complete this form if your reportee has another position in the organisation. Please contact HRhelpdesk@stmarys.ac.uk for further information.

7. **Completing this form will send an email to HR, Payroll and IT informing them of this leaver information entry**
8. **Collect items from the staff member before their last working day. See table below for a list of items:**

A. ITEMS TO INSTRUCT THE STAFF MEMBER TO DELIVER TO THE SECURITY TEAM ON THEIR LAST WORKING DAY

1	University ID card
2	University keys (desk, cabinets, office, etc.)
3	University IT equipment (e.g. laptop, tablet, mobile phone)
4	University issued uniform, clothing, personal protective equipment
5	Any other equipment provided by the University

B. ITEMS TO CONSIDER WHEN A STAFF MEMBER IS LEAVING:

1	Does the staff member have any study loans to be repaid?
2	Does the staff member hold a procurement card?
3	Is the staff member listed on any authorised signatory lists or IT systems?
4	Are the staff members contact details listed on department websites, structure charts or distribution lists?
5	Is access required to the staff member's email, drives or other accounts after they leave?