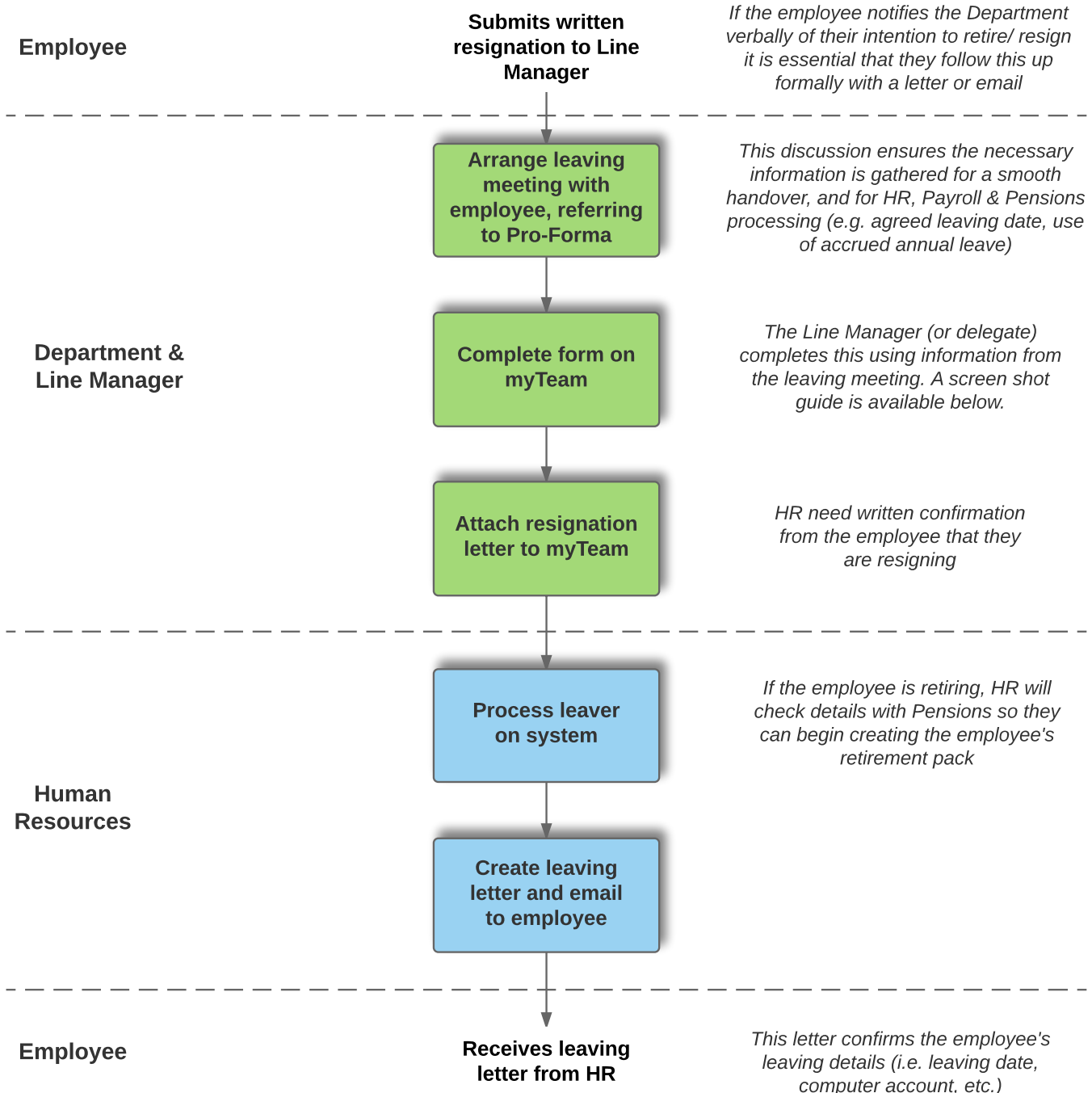




DEPARTMENTAL PROCESS FOR RESIGNATIONS AND RETIREMENTS OF UNIVERSITY EMPLOYEES



Note: The purpose of this process is to smoothly manage the departure of employees who are resigning or resigning to retire from their positions at the University. What matters to the employee is the timely and accurate confirmation of dates, financial information and terms around their departure. Therefore it is essential that Departments provide complete notifications to HR as soon as is practically possible.

Resignation - SAP NetWea... x +

https://mysapdev.shef.ac.uk/irj/portal!NavigationTarget=navurl%3A%2F%2F5ae4bce54624758cde02e952de71135&drop

Resignation | Back Forward

Customizing Mode

This form should be used to notify Human Resources when a member of staff is leaving the University, following written confirmation of resignation/retirement. An exit discussion should take place prior to completion of this form. Do not complete this form if the employee will be taking up employment elsewhere in the University.

Enter Employee Resignation

Employee: Bonnie Tyler Personnel Number: 10000002
Org Unit: School of English
Position: Research Assistant Position Number: 50000152

Resignation Details

* Confirmed leaving date:

* Confirmed last day at work:

Is the employee resigning to retire and indicated they will be drawing their pension?

* Agreement has been reached on how the employee will take their remaining annual leave:

Destination organisation:

* Activity (HESA):

* Location (HESA):

Note text:

* Resignation Letter(PDF):

No file selected.

Please note:
these dates
might be
different

Please let HR
know of any
other key
details
(i.e. accrued
annual leave to
be paid)

HR require proof of
resignation /
retirement from the
employee. This could
be a copy of an email,
or scanned copy of a
written letter