

Completing the leaver process in Employee Self Service

Contents

1. Introduction	3
2. Resignation Details	4
3. Leaver Checklist.....	6
Completing the Leaver Checklist.....	7

1. Introduction

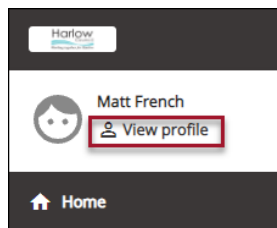
This guide will show how to submit your resignation notice and complete the Leaver Checklist form in Employee Self Service.

2. Resignation Details

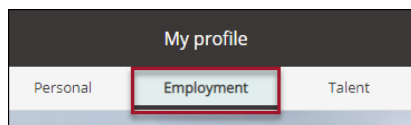
You are required to submit your resignation details via Employee Self Service.

1. Log into Employee Self Service

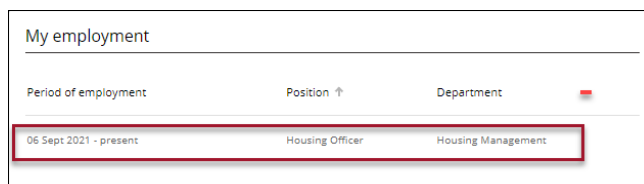
2. Select the '**View profile**' link:



3. Then select the '**Employment**' tab:



4. Select your position in the '**My employment**' section:



5. This will open the '**Current job details**' screen:

< Back to Employment

Current job details

Job details

Department Housing Management	Position reference POSN000905
Position name Housing Officer	Personal reference 000832
Start date (dd/mm/yyyy) 06/09/2021	Payroll reference 000832
Contractual hours 37.00	

6. The Resignation notification section allows you to enter an intention to resign from the position selected.

7. If you would like to Resign from all your positions, please select the **'Resign from all positions'** check box
8. Enter your Resignation statement
9. Press **'Save'**

Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your resignation,

You will receive an email giving you a 24hour cooling off period. You will be able to withdraw your resignation within this 24hour period by opening the **'Current job details'** screen and clicking the **'Withdraw'** button:

After the 24-hour cooling off period you will receive a second email advising that your resignation has been submitted to your line manager and Human Resources (HR).

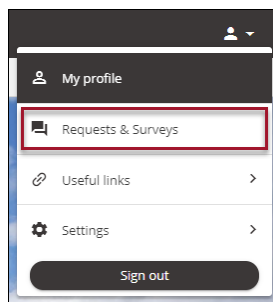
The option to withdraw your resignation will no longer be available after the cooling off period.

Once your resignation has been received by Human Resources you will receive an Acceptance of Resignation letter detailing your accrued annual leave and banked minutes (if applicable).

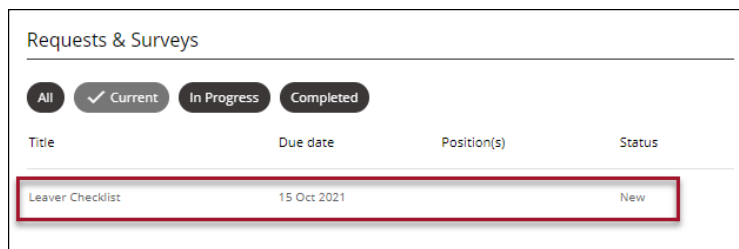
3. Leaver Checklist

Once your resignation has been accepted by your Reporting Manager and HR, you will receive a Leaver Checklist to complete before your leaving date.

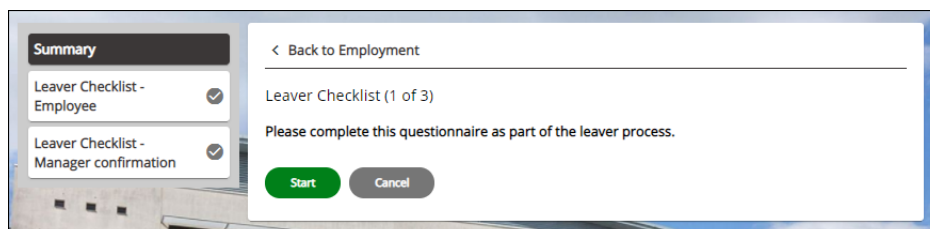
1. Select the **'Utility'** menu at the top right of the screen and select **'Requests & Surveys'**:



2. In the **'Requests & Surveys'** section, select the **'Leaver Checklist'**:



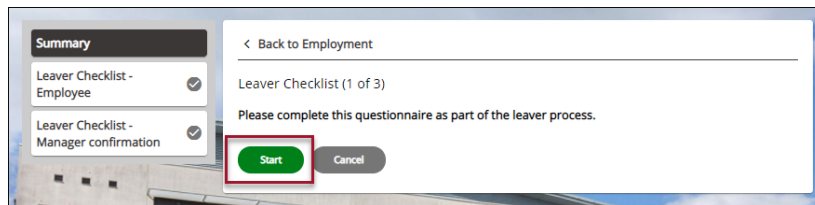
3. This will open the checklist:



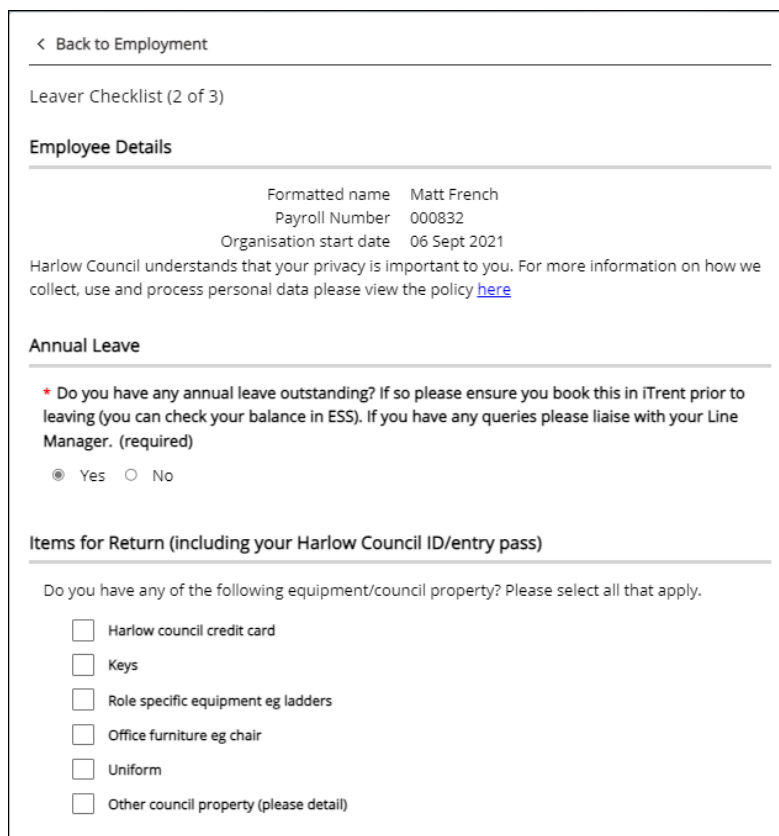
The **'Leaver Checklist – Employee'** page is for you to complete.

Completing the Leaver Checklist

1. Click '**Start**' to open the '**Leaver Checklist – Employee**' page:



2. Complete the details on the form. Any fields with a red asterisk are mandatory, and must be completed:



< Back to Employment

Leaver Checklist (2 of 3)

Employee Details

Formatted name Matt French
Payroll Number 000832
Organisation start date 06 Sept 2021

Harlow Council understands that your privacy is important to you. For more information on how we collect, use and process personal data please view the policy [here](#)

Annual Leave

* Do you have any annual leave outstanding? If so please ensure you book this in iTrent prior to leaving (you can check your balance in ESS). If you have any queries please liaise with your Line Manager. (required)

☒ Yes ☐ No

Items for Return (including your Harlow Council ID/entry pass)

Do you have any of the following equipment/council property? Please select all that apply.

☐ Harlow council credit card
☐ Keys
☐ Role specific equipment eg ladders
☐ Office furniture eg chair
☐ Uniform
☐ Other council property (please detail)

- Complete the '**Confirmation**' section at the bottom of the form:

Confirmation


I agree to return any Harlow District Council (HDC) equipment prior to leaving the council's employment.

I understand that I will be invoiced, at the appropriate market rate, for any property of HDC which has not been returned.

In addition, I declare that I have not removed or retained any electronic documents which contain Person Identifiable Information or is of a commercial/business sensitive nature.

☒ * Employee confirmation (required)

* Confirmation Date: (dd/mm/yyyy) (required)

17/10/2021 

Thank you for completing this form - please now click on the '**Summary**' button - this will take you back to the cover page.

Save **Cancel**

- Click '**Save**' to save the details:

Thank you for completing this form - please now click on the '**Summary**' button - this will take you back to the cover page.

Save **Cancel**

- Click the '**Summary**' link to return to the Summary Page:

Summary

Leaver Checklist - Employee ☒

Leaver Checklist - Manager confirmation ☒

< Back to Employment

Leaver Checklist (2 of 3)

Changes have been saved

Employee Details

- Your Reporting Manager will now complete the '**Leaver Checklist – Manager confirmation**' page