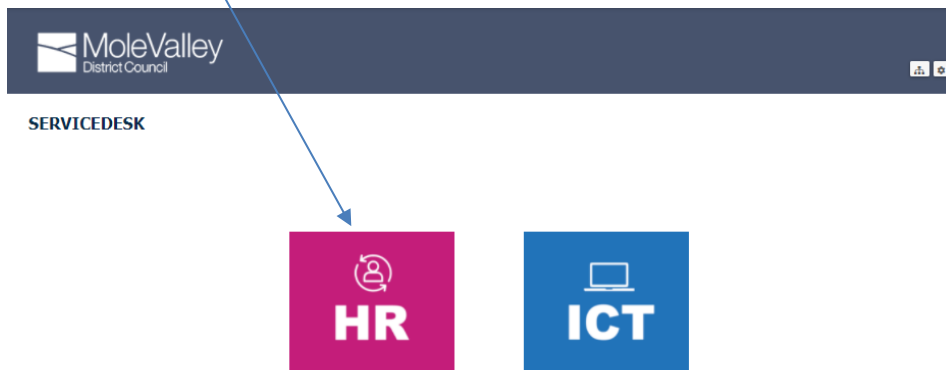


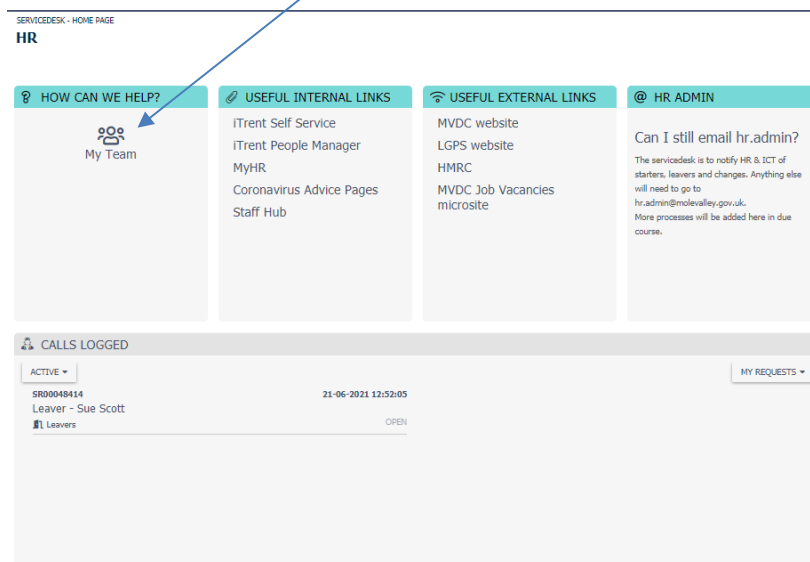
## HR SERVICE DESK – Managers Guidance – How to log a Leaver

The HR Service Desk replaces the paper notification forms for leavers and removes the requirement to log a leaver separately with ICT.

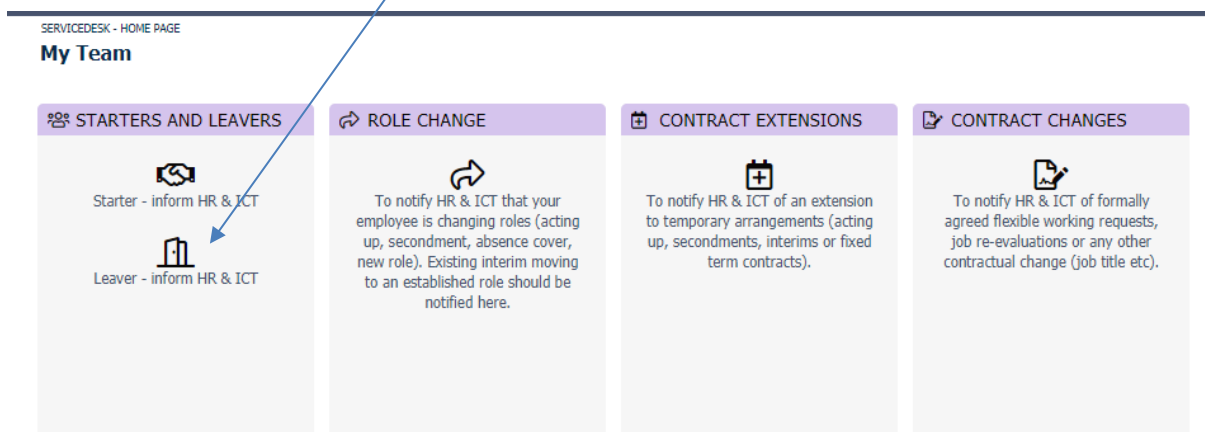
1) Click on HR



2) Click on My Team



3) Click on Leaver – inform HR & ICT



#### 4) Complete the online form

##### Leavers

◀ CANCEL

Who is leaving? \*  
  
Begin typing the name

Job Title \*

Business Unit \*

Type of Worker \*

Leaving Date \*

Last Working Day (if different)

Will anyone need access to the leavers files, folders or mailboxes? \*

Any other relevant information?

Please tell us anything else relevant including information for payroll.

FINISH

#### What happens after I have logged my leaver?

You will receive an email to inform you that your call has been received and one to confirm when it has been actioned.

#### How can I check progress of my call?

Your call can be accessed here

SERVICEDESK - HOME PAGE  
HR

**HOW CAN WE HELP?**  
My Team

**USEFUL INTERNAL LINKS**  
iTrent Self Service  
iTrent People Manager  
MyHR  
Coronavirus Advice Pages  
Staff Hub

**USEFUL EXTERNAL LINKS**  
MVDC website  
LGPS website  
HMRC  
MVDC Job Vacancies  
microsite

**HR ADMIN**  
Can I still email hr.admin?  
The servicedesk is to notify HR & ICT of starters, leavers and changes. Anything else will need to go to hr.admin@molevalley.gov.uk. More processes will be added here in due course.

**CALLS LOGGED**

ACTIVE ▾

SR00048414  
Leaver - Sue Scott  
Leavers

21-06-2021 12:52:05

OPEN

MY REQUESTS ▾

Leaver Logged

- Leave date entered in iTrent

HR actions

- Acknowledgement sent to employee
- Leaver questionnaire issued
- Removed from Learning Pool

Pensions

Resolved

Request Information

Summary Leaver - Sue Scott

Logged On 21-06-2021 12:52:05

Open

Questions 11

Timeline

FILTER most recently updated

Sue Scott  
An email has been sent to the manager letting them know the call has been logged. 21-06-2021 12:52:12

The green line and lists below show the actions, where applicable, so you can see what stage the call is at. The Questions section shows the answers you provided on the call and the Timeline shows completed tasks.

### How do I update the case?

Whilst on the page above, you can use Post Something New to tell HR about anything on the call.

UPDATE ATTACH CANCEL

Post Something New...

Description

See Question section for details

### Do I need to attach the resignation letter?

Yes – please attach it to the case by clicking on the ATTACH tab (circled in yellow) and download the letter.

### Do I need to notify any other teams that I have a leaver?

No, this is all done for you. The system will send automated emails to H&S, Facilities, Communications (to remove the leaver from WordPress) and to Parking.

**HANDY TIP** – you can return to the homepage by clicking here:

