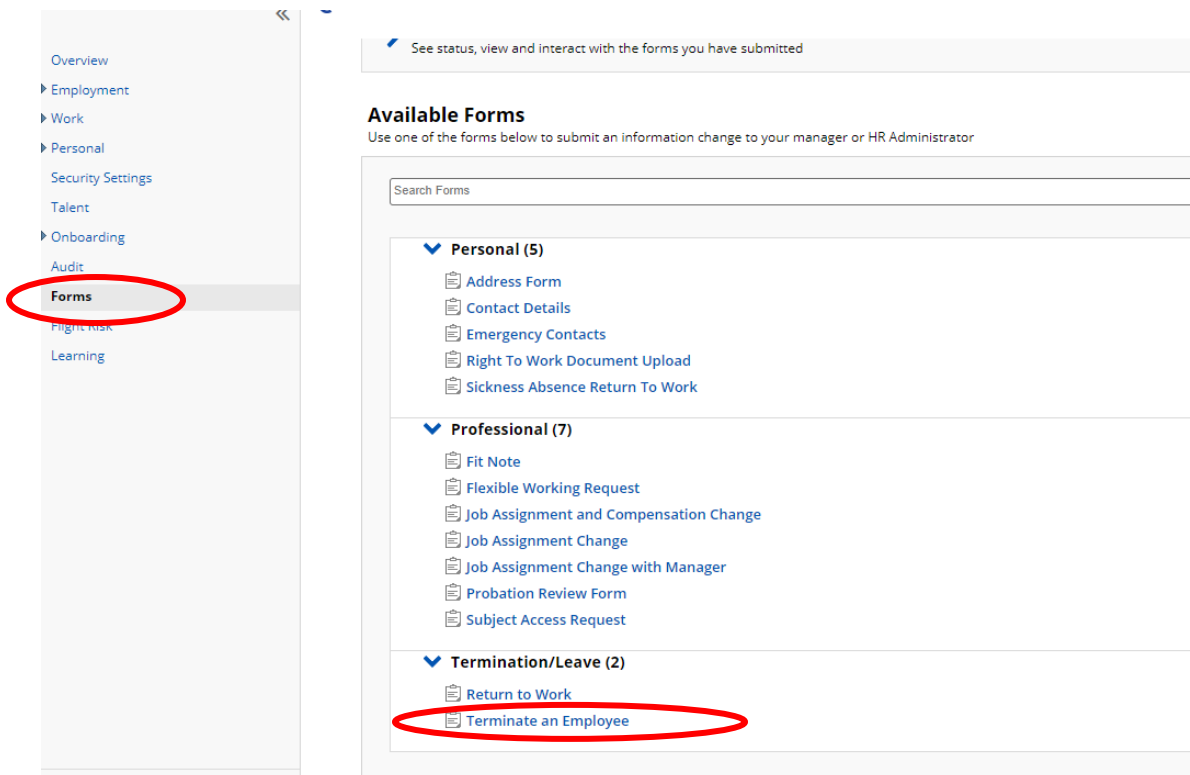


## LEAVER PROCESS

As soon as you receive the notice of resignation, managers will be required to complete the leaver process within EV People. The timely completion of this process ensure that payroll activities are accounted for prior to the final pay and allows time for the colleague to be provide leaver feedback.

Within your management access, select the colleague whose employment you are terminating by viewing their profile, select Forms from the left hand side menu and scroll to the bottom of the window, selecting 'Terminate an Employee'



See status, view and interact with the forms you have submitted

### Available Forms

Use one of the forms below to submit an information change to your manager or HR Administrator

Search Forms

- ▼ **Personal (5)**
  - Address Form
  - Contact Details
  - Emergency Contacts
  - Right To Work Document Upload
  - Sickness Absence Return To Work
- ▼ **Professional (7)**
  - Fit Note
  - Flexible Working Request
  - Job Assignment and Compensation Change
  - Job Assignment Change
  - Job Assignment Change with Manager
  - Probation Review Form
  - Subject Access Request
- ▼ **Termination/Leave (2)**
  - Return to Work
  - Terminate an Employee**

The Termination Form will appear on screen. Enter the termination date (this is the last day of employment), status (the only option is 'Terminated') and select the reason from the drop-down list.

- If there are multiple reasons for the colleague leaving, please select the main reason for leaving.

Select whether the colleague would be eligible for rehire and enter the last pay date (this is the date that the colleague will physically receive their final pay). If unsure, please leave blank.

To add any supporting documentation (i.e. resignation letter/email) please select 'Upload Files', select the relevant file(s) and upload. For more details on how to upload files, please view the training aid [here](#).

**Termination Details**


To initiate the termination of an employee, complete and submit the following form. Fields marked with asterisk are required values.

**Termination Date\*** 21/12/2022 **Status\*** Terminated **Reason\*** Select an Option...

**Eligible for Rehire** Select an Option... **Last Pay Date**

**Supporting Documents**

Please attach additional details if desired.

 **+ Upload Files**

**Comment**

☐ Add comment to the employee's file.

**Buttons:** Save Draft **Submit** Cancel Print

**Reason dropdown options:** AWOL, Career development opportunities, Career progression, Change in career, Deceased, Did Not Start, Dismissal, End of FTC, Failed Probation, Family Commitments

Select 'Submit'. This will submit to termination notification to the People Services Team, who will action and send the leaver confirmation letter to the colleague directly within EV People and will advise payroll of the leaver and leave date.

Once actioned, the manager will receive an automated notification, to confirm and advise that the IT Leaver Form will need to be completed.

The Termination Form transaction for Colleague Name Surname, submitted by Manager Name Surname on XX date was approved.

If the colleague has IT account and/or equipment, please notify IT by completing the Leaver Notification form: [EV Cargo IT User Exit Form \(office.com\)](#)

## VOLUNTARY LEAVERS – EXIT INTERVIEWS

Where the reason for leaving is considered voluntary (e.g. career progression, personal reasons, change in career, etc.) the leaver will be invited to complete an Exit Interview via EV People – example below:

Key - To be used as a guide for completing sections 1 - 7

5 = Very Good/Strongly Agree  
4 = Good/Agree  
3 = Average/Neither Agree or Disagree  
2 = Poor/Disagree  
1 = Very Poor/Strongly Disagree  
NA = Not Applicable

### 1. Job description and duties.

On a scale of 1 to 5 how would you rate the following:

Did you enjoy your role?

Were your duties clearly described to you when you took on the role?

Did the current job description accurately describe the job?

Did you feel valued in your role?

Did you feel that you had an acceptable workload?

Were there opportunities for advancement/promotion?

### 2. Relationships.

On a scale of 1 to 5 how would you rate the following:

Relationship with your manager

Relationship with your colleagues

Support from manager and colleagues

Morale within the team

We would ask that managers encourage leavers to complete the Exit Interview form, as this information will help create an opportunity to discuss the feedback prior to leaving, provides clarity around reasons for leaving and enables us to use the data to spot trends and create appropriate action plans to help attrition.

Upon completion of the form, the leaver will need to select 'Accept' to submit their responses. It is important that if feedback is to be provided, this is done within 7 days of receiving the invite to complete.

Should the leaver not wish to participate in the questionnaire, they will have the option to 'Decline' the request.