Leaver Form – Q&As

Q1   Is this form available for all employees?

A   Yes – this form is available for all employees who work in Academy schools, including casual employees.

Q2   What happens if an authorised form user leaves the Academy Trust's employment?

A   The Academy Trust Human Resources Lead will need to contact the payroll team to inform them of the situation and confirm a replacement at the time.

Please complete the [Change of User Form](#)

Q3   Can an authorised form user complete a leaver form for themselves?

A   Yes – As an authorised form user can completes a leaver form for themselves, however, confirmation from the Academy Trust Human Resources Lead will need to be uploaded with the form before it can be submitted. As there are a number of authrised form users for the Trust it would be better if a colleague completed a form for you.

Q4   What if any of the current information held against an employee is incorrect or the posts reporting lines do not reflect the establishment?

A   The authorised user will need to contact the academy payroll team.

Q5   The date of leaving has changed, what action is needed?

A   If the date of leaving has changed in any way you must contact the academy payroll team immediately to ensure there is no under/overpayment of salary. a new online leaver form must then be completed.

Q6 Why does the system ask for a Form M1 approval document to be uploaded when Infirm/Ill Health Retirement is selected as the leave reason for Officers?

A This is to ensure that the academy payroll team receive all the correct paperwork, allowing forms to be processed in an accurate & timely manner.

Q7 What is the process if an employee is leaving due to a Settlement Agreement?

A A manual Leaver form and any associated paperwork will need to be sent securely to one of the Managers on the academy payroll team:

kate.eades@coventry.gov.uk

jane.williams@coventry.gov.uk

If you receive an out of office message, please ensure the email is forwarded to the other Manager.

Q8 Can a future leave date be input?

A Yes – the date of leaving can be entered up to 6 months in advance from the date it is input, e.g: date of leaving 31/12/2024, this could be input from 01/07/2024 onwards.

The limit of 6 months is used to accommodate any changes regarding the employee's circumstances.

Q9 Can you input a retrospective leave date?

A Yes – the date of leaving can be any date in the past. However, any date of leaving in the past will incur an overpayment of salary, the only exception being casual employees depending on when they left.

Q10 I have an employee who is leaving our employment, however they have more than one post, can I just complete one form?

A A digital leaver form must be completed for each post, this enables the academy payroll team to ensure that the correct date of leaving is entered against each post. A correct informed decision can then be made whether the employee is leaving all their employments within the academy trust.

Q11 Will an employee be able to view and print their payslips/P60s after leaving?

A The employee's account on My Employment will only be accessible up to the date of leaving. It is therefore advised that the employee should download & save any documents which they may need for future reference.

Q12   What is the significance of checking the correct address for the employee?

A   HMRC regulations only allow an Employer to issue one P45. It is, therefore, imperative that we have the employee's correct address to ensure that all future paperwork including the employee's P45 is sent to the right address. There may also be GDPR implications if sensitive documents are sent to the wrong recipient.

Q13 What do you expect to be entered in the Additional comments & notes field?

A   This field should be used to notify the academy payroll team where an overpayment has occurred or whether they are currently repaying an overpayment. It can also be used to inform us that you have amended the address on the leaver submission. Any useful information can be added here. Payroll will then take the appropriate action