Making and employee a Leaver

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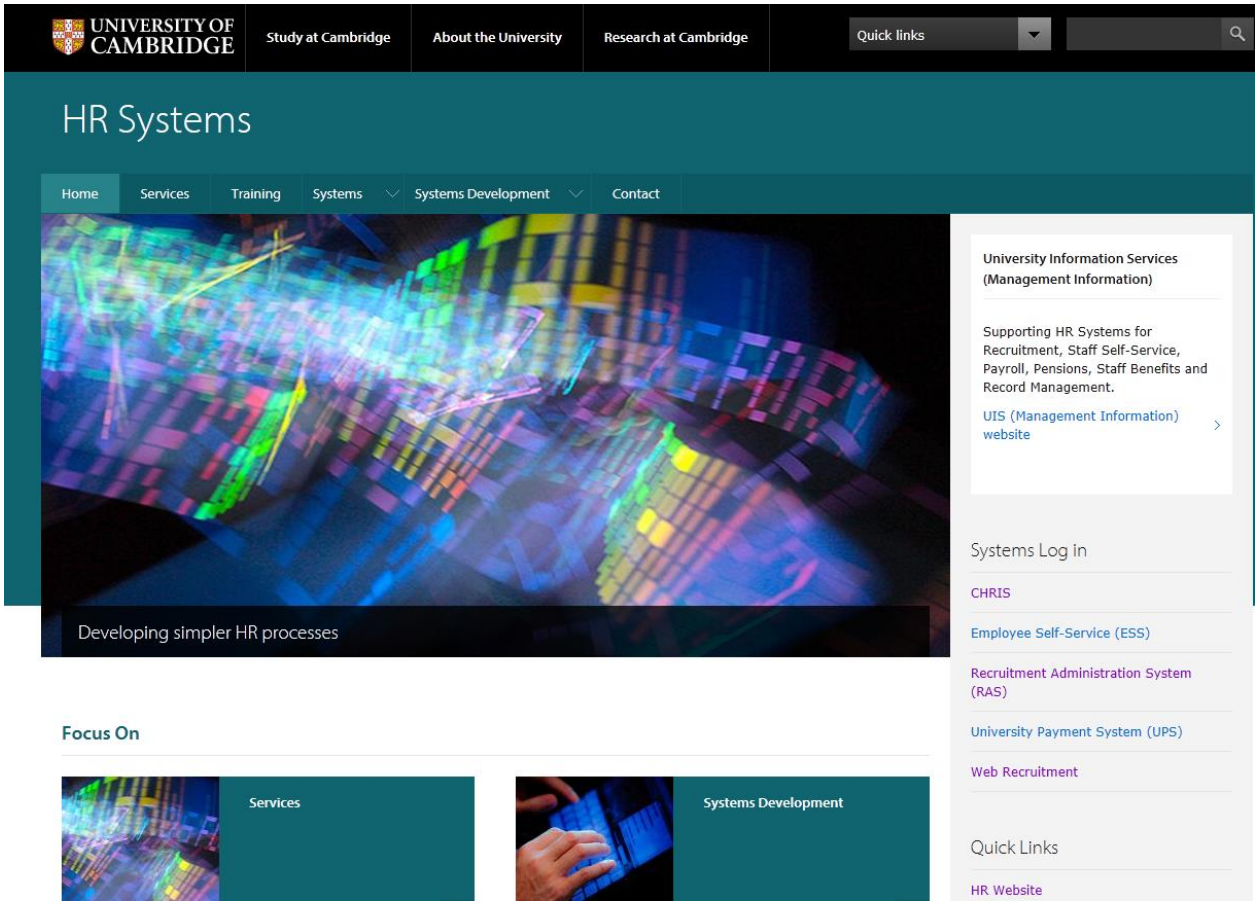
1 Logging in

1. Locate the CHRIS icon on your desktop and double-click to open.

2. The following page will be displayed. Select the Log in to CHRIS link.



3. From the Systems Log In section, select CHRIS
4. Then select the Log In button.

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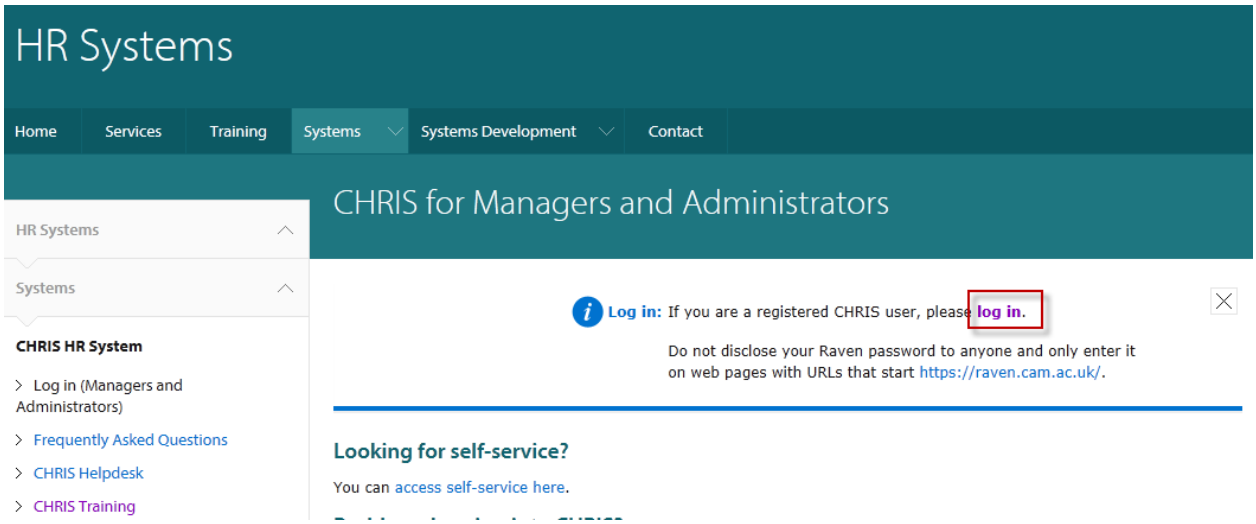

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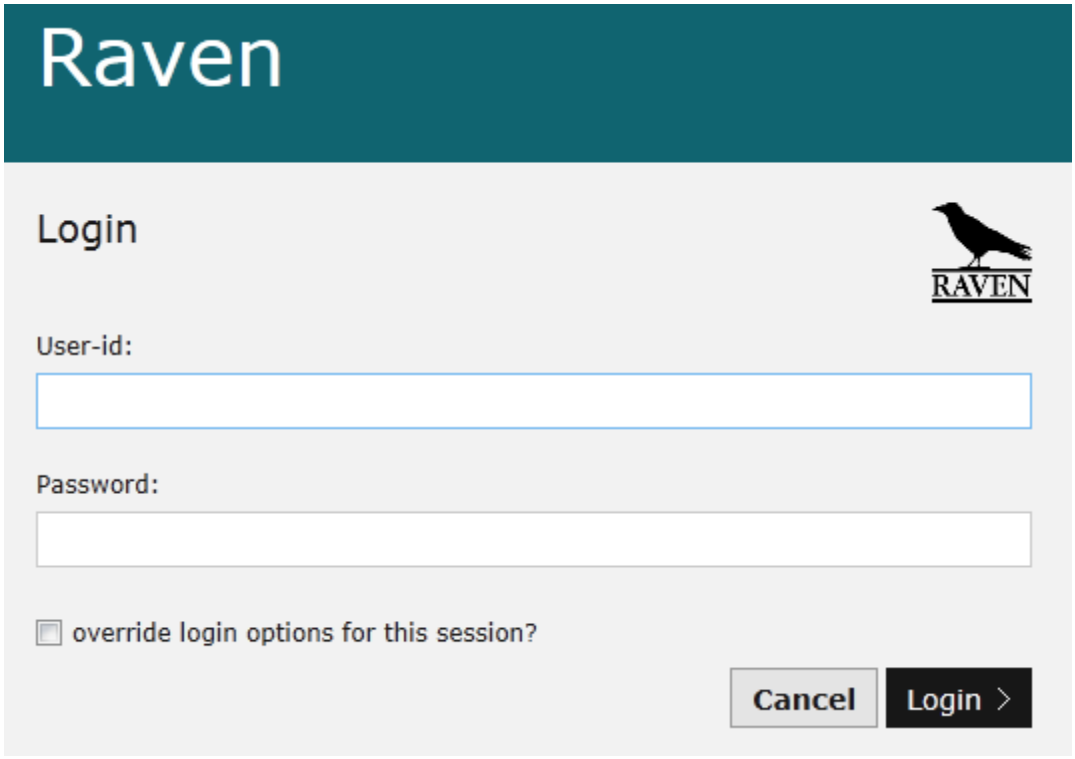
5. The Raven Login screen will be displayed. Enter your user name and password (this is case sensitive) and press Enter or click on the Login button.



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6. **If** you are prompted to select a role, click the drop down arrow.

7. Select your Department Pay role to view employees details and to make an employee a leaver.

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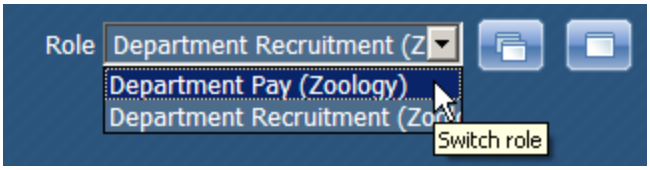
8. Click on the Login button

The role that you are using will be displayed in the top right hand corner of the screen

You can change to your departmental role by clicking the drop down arrow



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2 Making an employee a Leaver

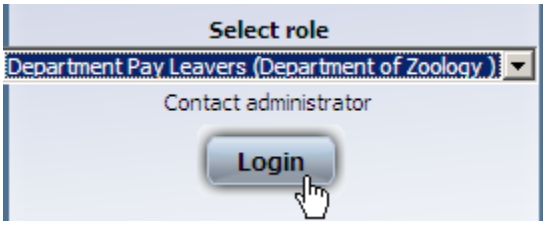
This process should be completed as soon as you know when an individual is leaving.

Leaver information must be entered before the payroll deadline. This is usually the 16th/17th of the month - 7 working days before payday (usually the 26th of each month). If you attempt to make an employee a leaver after this date you will be unable to. The message of the day will notify you that the contracts are locked and it will not be possible to access the leaver process chain.

If you are notified after the payroll deadline that someone is leaving in the current month, then you should contact payroll immediately on extension 39779 to avoid making an overpayment.

Please note, this procedure should be followed for ALL leavers, but not where an employee is transferring to another position within the University (not the colleges). Transfers will be undertaken by the Recruitment Administration team. Please remember to make employees a leaver when they are leaving due to their fixed-term contract ending, redundancy, retirement and death in service.

1. Log on using your department pay role. (see previous section for instructions)



2. From the Homepage, select the **Make person a leaver** Link

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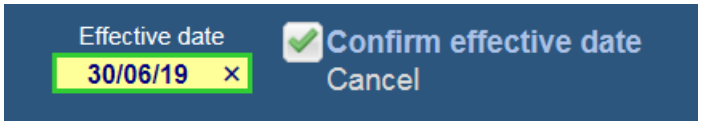
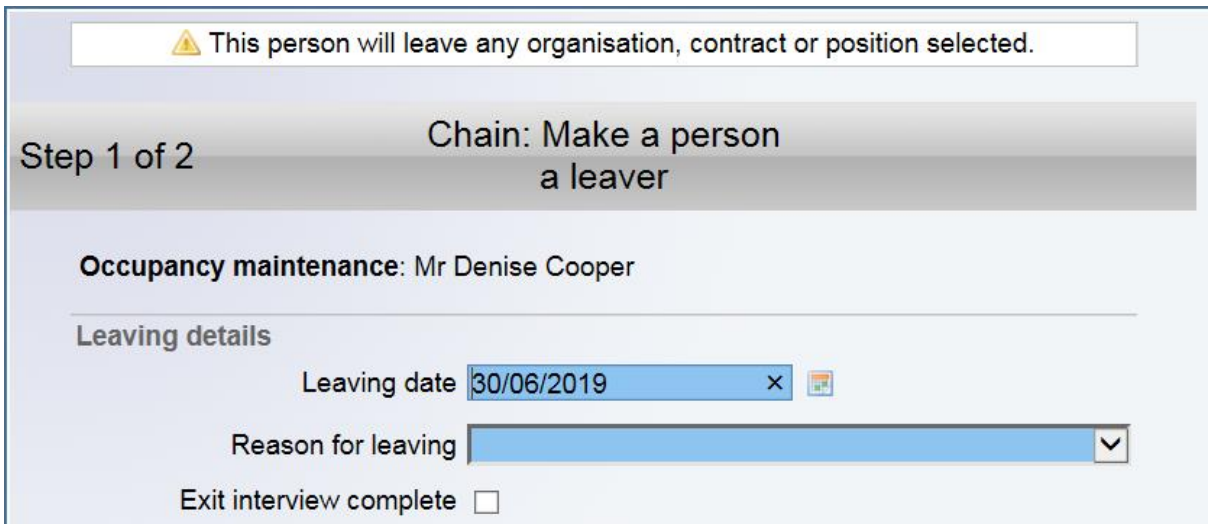
3. Search for and select the person you wish to make a leaver

4. Enter the leaving date



5. The leaver process chain will automatically be selected and step 1 will be displayed. Enter the leaving date.



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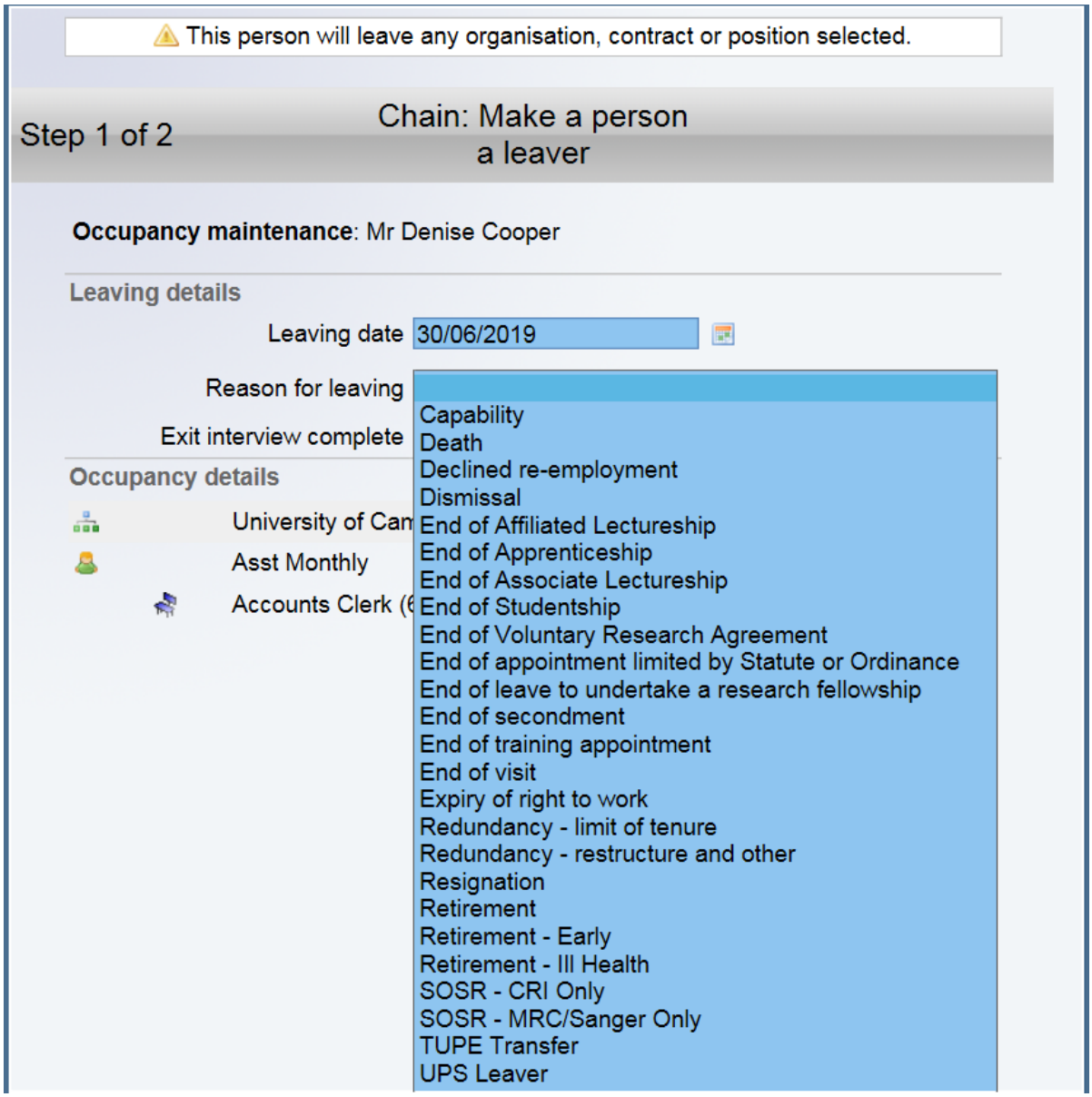
6. Select the reason for leaving.



7. Select the position that they will be leaving

   If they occupy just one position this will result in them leaving the organisation and a warning to this effect will be displayed.

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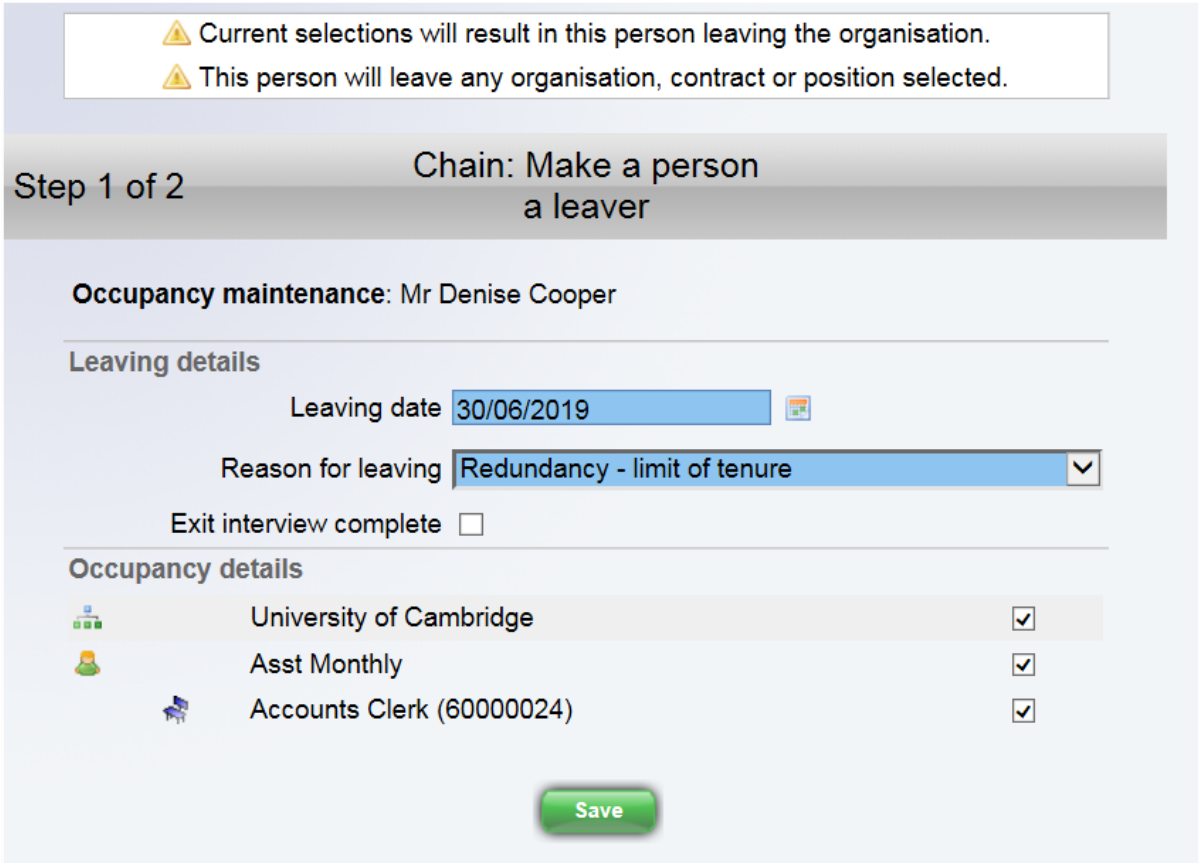

8. Click on the button.

9. The changes have been saved message will be displayed and the Occupancy details check boxes will be displayed in grey.

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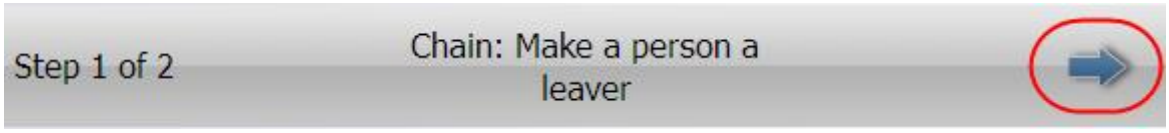
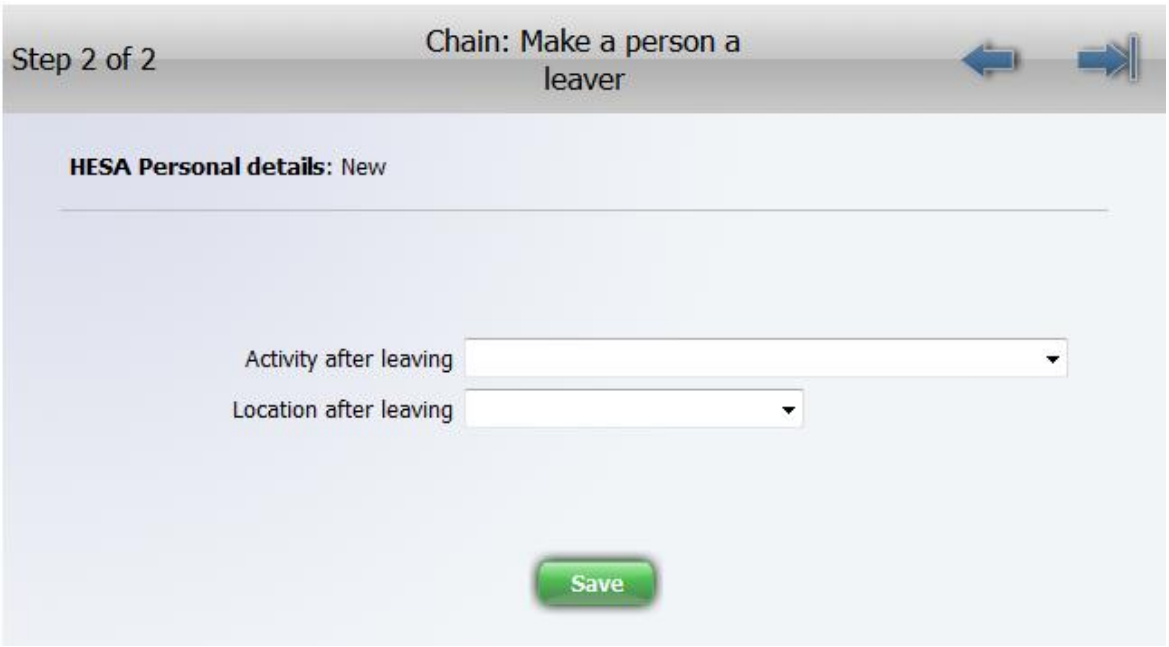
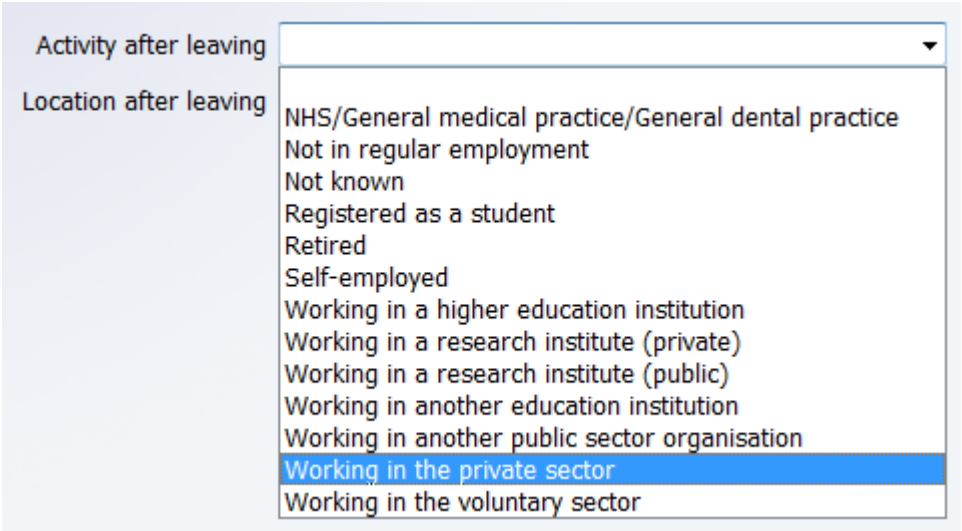
10. Use the next step arrow to move to step 2.



The HESA Personal details screen will be displayed.



11. Select the Activity after leaving.



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Please Note. If you have a member of staff who is transferring from University to College employment this should be classified as 'Working in another education institution' This is because the Colleges are separate employers, but they do not count as Higher Education institutions for HESA purposes.

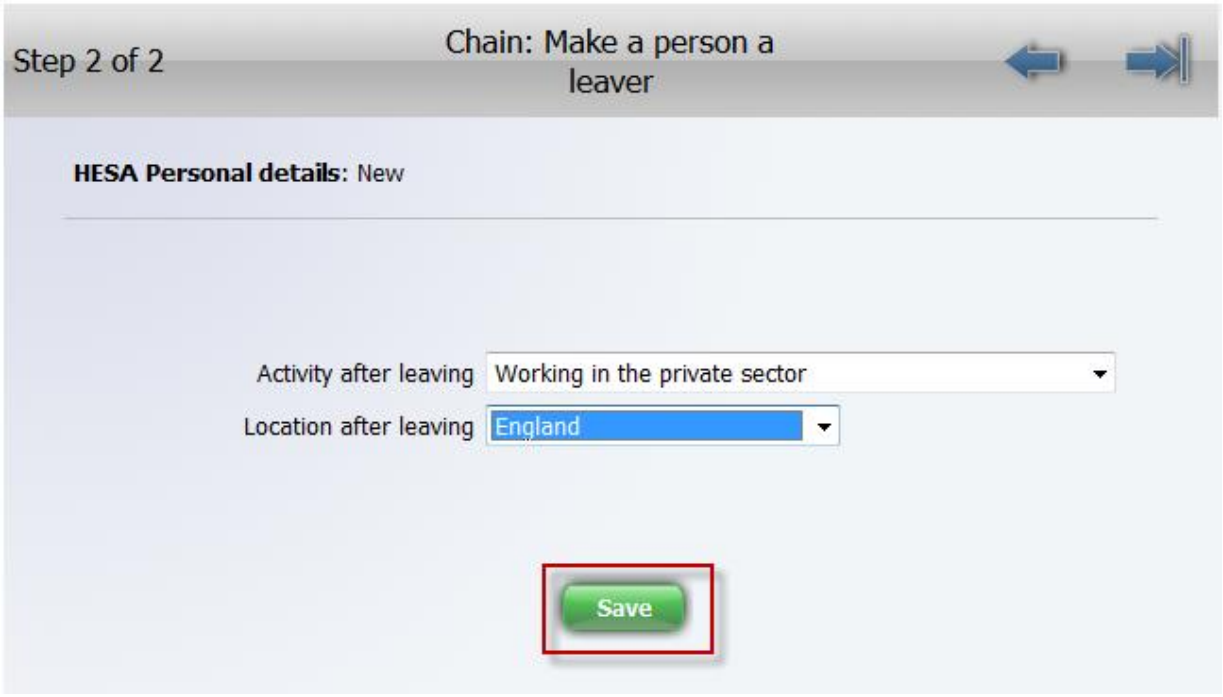
For VRA's select Retired.

12. Select the Location after leaving.

The purpose of this step in the leaver chain is to comply with the University's data collection obligations for the HESA staff return. Further information on HESA and the purpose of the HESA staff return can be found at www.hesa.ac.uk

Please note that Activity on leaving and Location on leaving only need to be completed for individuals leaving the employment of the University. You may leave these fields blank if you are dealing with someone who is ceasing employment in one of several occupancies or if the employee has died.

13. Click on the Save button



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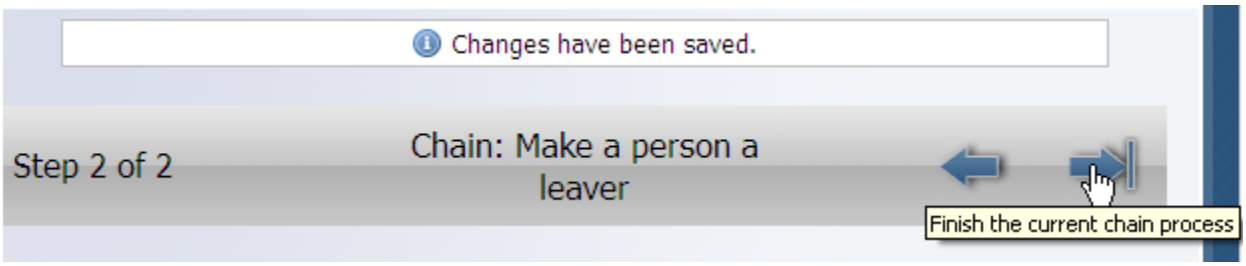
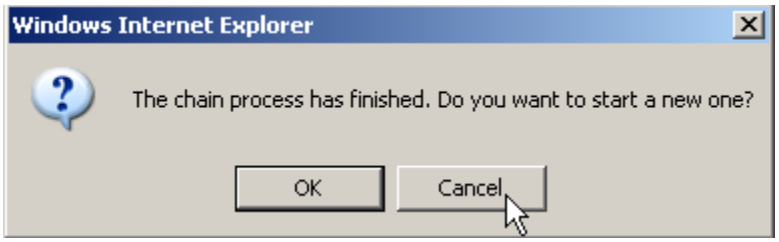
14. To end the chain click on the finish the chain arrow
    Only click on this arrow **after** you have clicked on save.

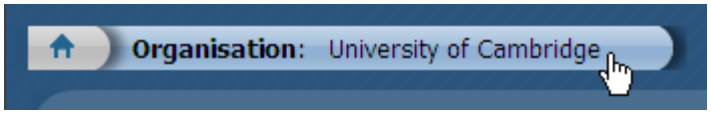


15. You will be asked if you wish to start another chain, select cancel



Please note - if the leaving date subsequently changes, please contact the CHRIS Helpdesk.

To process another leaver click on the University of Cambridge on the Navigation trail and repeat the process by using the link on the Home Page.



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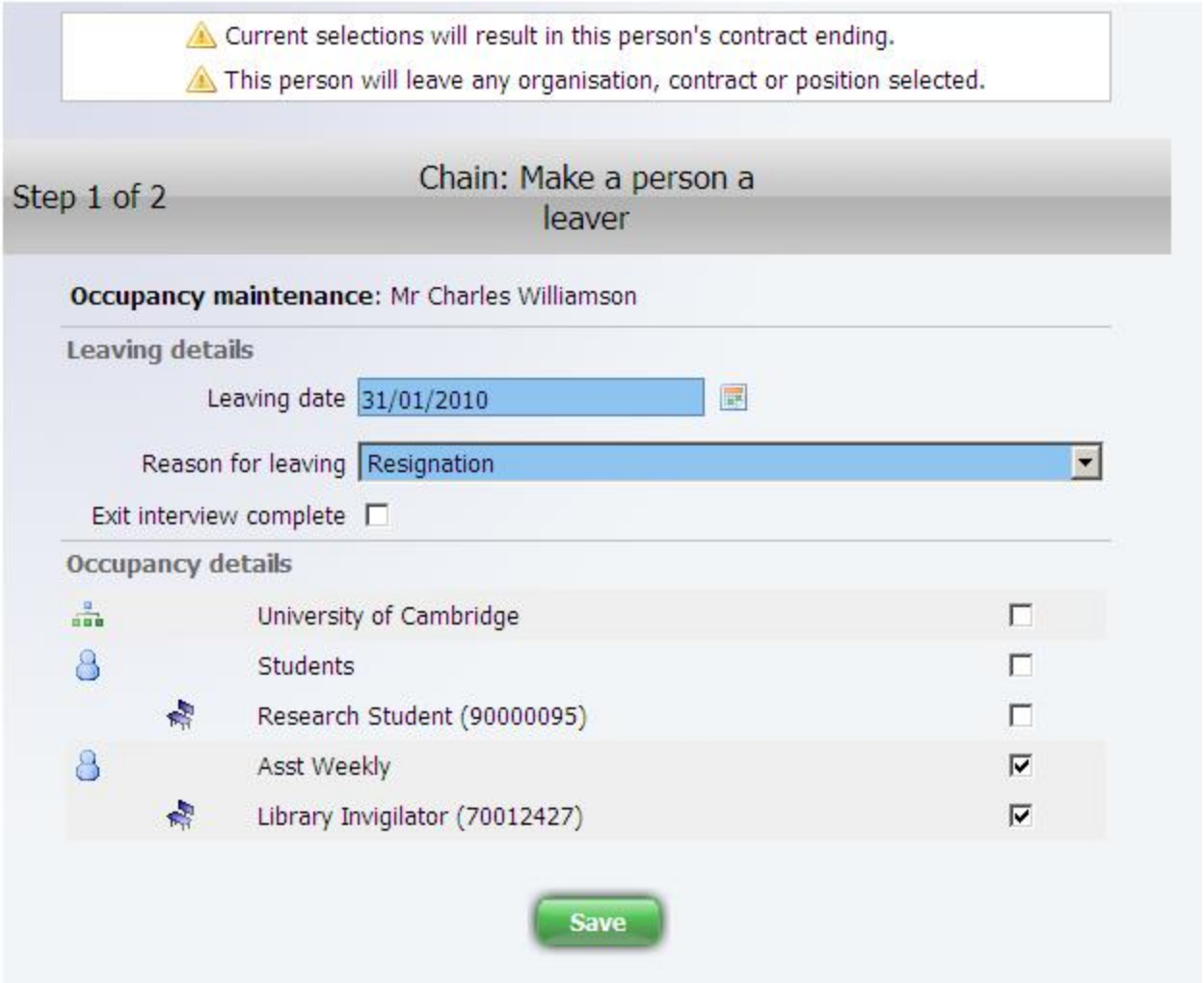
2.1 Making a person who has two positions in your department a leaver.

Where an employee occupies two positions and both of the positions are within your department, you will see two positions under the occupancy details heading in Step 1 of the process chain.

Review this with care and ensure that you make them a leaver from the correct position. Do not tick the University of Cambridge check box if they are just leaving one position as doing so will make them a leaver from all positions.



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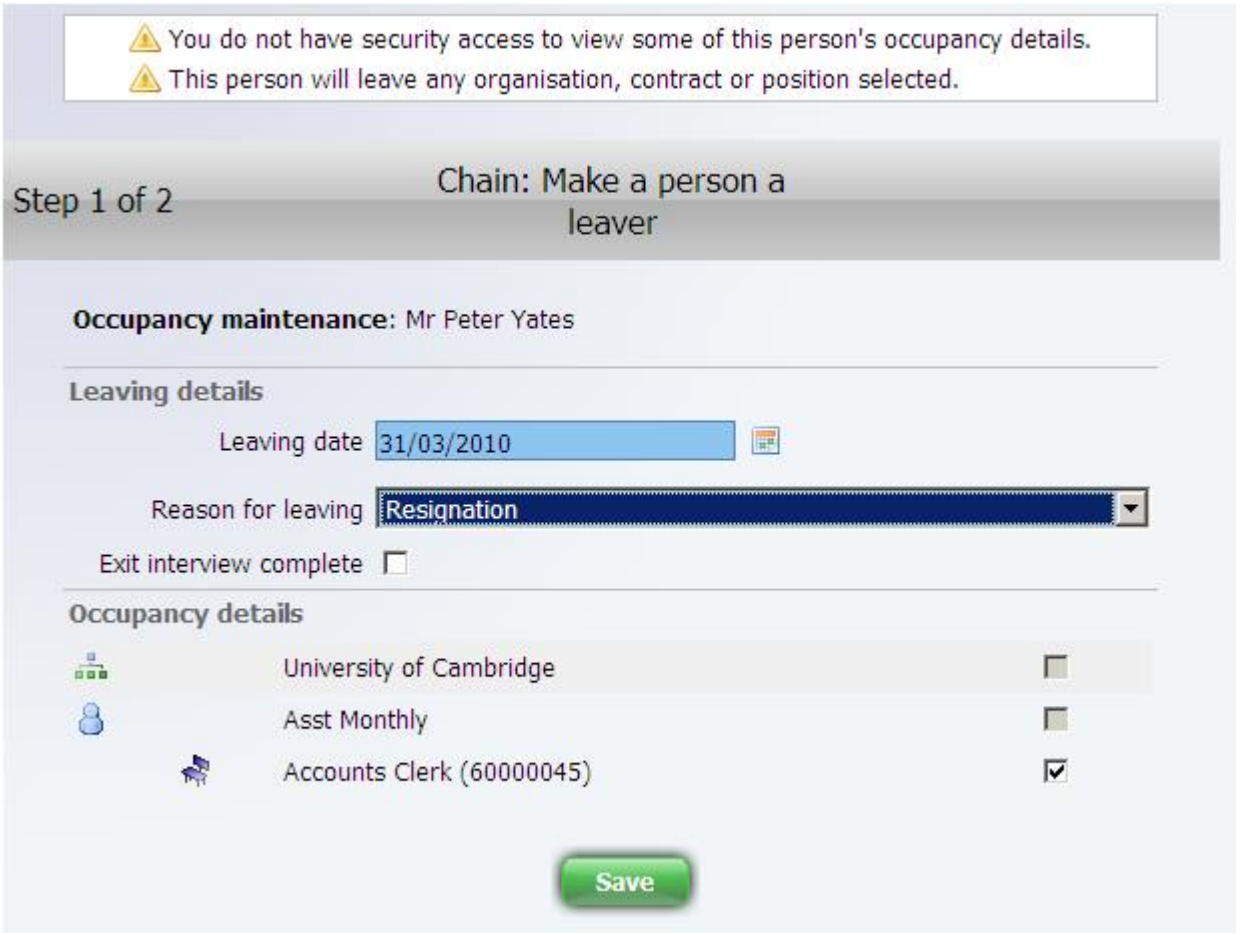
2.2 Making a person a leaver who has a position in your department and a second position in another department.

Where an employee occupies two positions and one of these positions is outside your department, you will only see the position in your department under the occupancy details heading in Step 1 of the process chain. A message at the top of the screen informs you that your security access prevents you from seeing some of the employees occupancy details, you will be unable to make the person a leaver from the University and you will only be able to tick the check box for the position.



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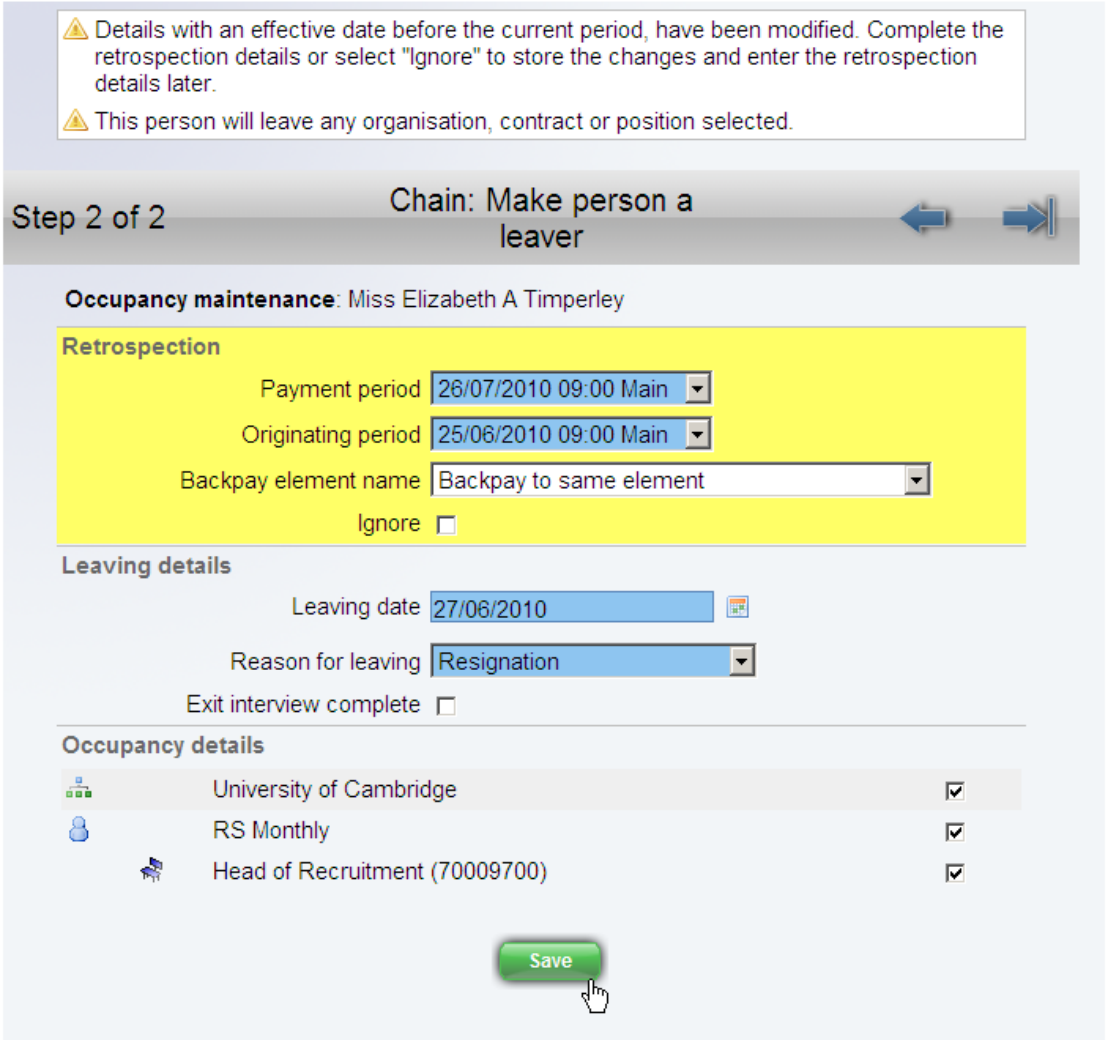
3 Retrospection

When leaver information is entered after the payroll deadline for the current month, a yellow retrospection message will appear:



DO NOT select Ignore

Click on the Save button to complete this step and then click on the finish the chain button to complete the screen chain.

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4 Workflow e-mail

When you make a person a leaver, an email will automatically be generated confirming your action. You will need to action any instructions from the email that apply to your leaver.

Separate leaver detail emails are also sent to Payroll and Recruitment Administration.

If you do not receive a workflow confirmation email for a leaver, please contact the CHRIS Helpdesk

Leaver confirmation

Mr Denise Cooper
40000024
30/06/2019 30/06/2019

You have just made Denise Cooper (40000024) a leaver. The details are below. If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk **at once**. The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk.

Position title	Accounts Clerk (60000024)
Position Leaving Date	30/06/2019
Position Leaving Reason	Redundancy - limit of tenure
University Leaving Date	30/06/2019
University Leaving Reason	Redundancy - limit of tenure

If there is information next to "University Leaving Date" above then the individual has left the University entirely. If there is no data there, but there is data next to "Position Leaving Date" then the individual has one or more positions in the University that you have not made them a leaver from.

Computing, access control and other facilities

Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee is leaving.

Maternity leave

If the leaver is pregnant, she may still be entitled to statutory maternity pay. You should ensure that the relevant maternity leave forms are completed.

Holiday pay

Please remember to enter any holiday pay due to the employee in the last pay period before they leave. Navigate to Payroll->Fast input list->Fast input details in CHRIS.

Fixed term contracts and other redundancies

If you have selected Death in service as the leaving reason you will receive the following email

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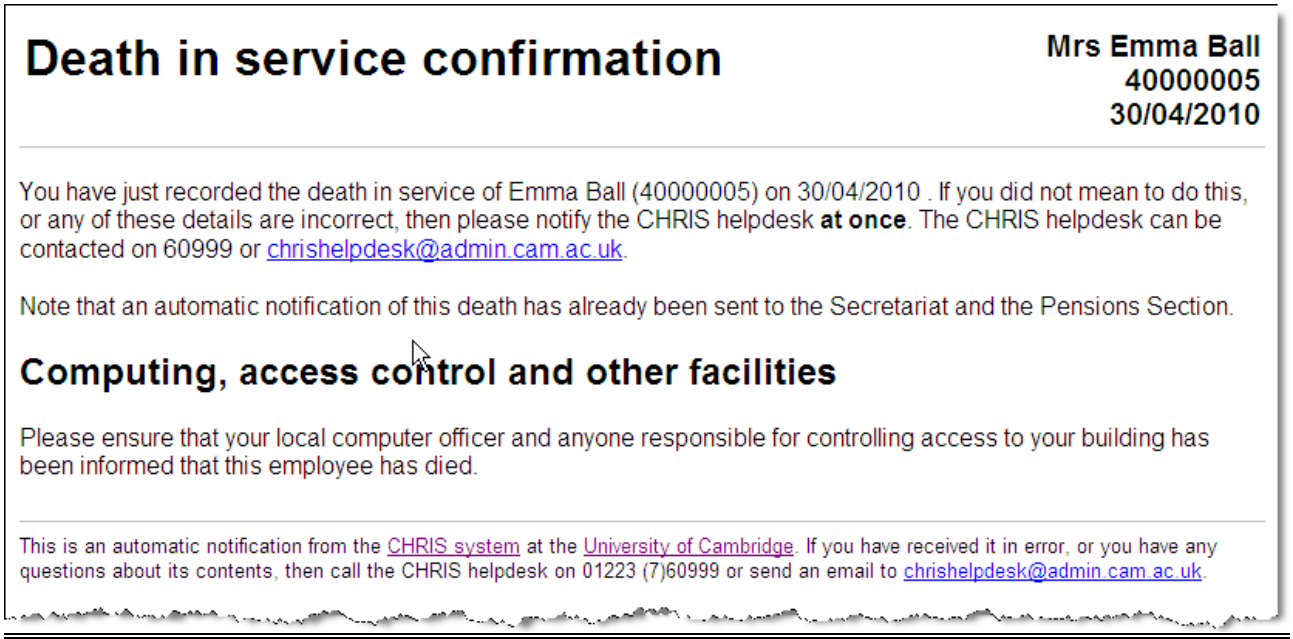


Death in service confirmation

Mrs Emma Ball
40000005
30/04/2010

You have just recorded the death in service of Emma Ball (40000005) on 30/04/2010 . If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk **at once**. The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk.

Note that an automatic notification of this death has already been sent to the Secretariat and the Pensions Section.

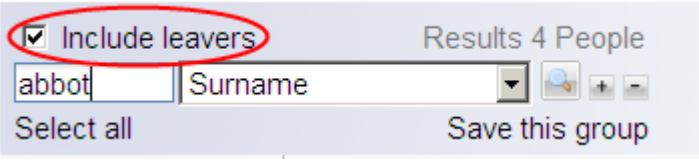
Computing, access control and other facilities

Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee has died.

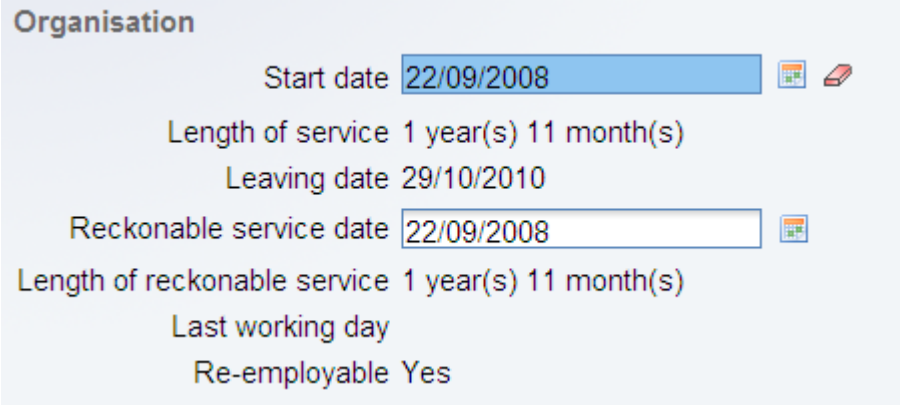
This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

4.1 Viewing Leaver Information

To view details for a leaver enter the surname and select the include leavers check box.



Select the person's record and then select the key dates option to view the start and end dates of employment.



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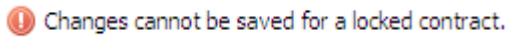
5 Entering Holiday Pay

A fast input screen has been created for entering Holiday Pay. This must only be used for a person who is a leaver. It **must not** be used where an employee is transferring to another University department as their leave records must transfer with them. Leave and sickness records should be transferred to the new department.

If you attempt to enter holiday pay information after the payroll deadline for a particular month, you will be unable to, a message notifying you that the contracts are locked will be displayed.



Holiday Pay should be entered in the last month in which the person is working, before the payroll deadline, so that holiday pay is included in their final payslip.

To access the holiday pay screen:

1. Select the Payroll menu

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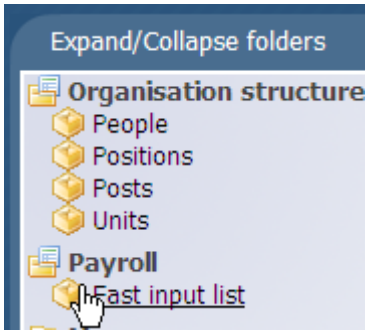
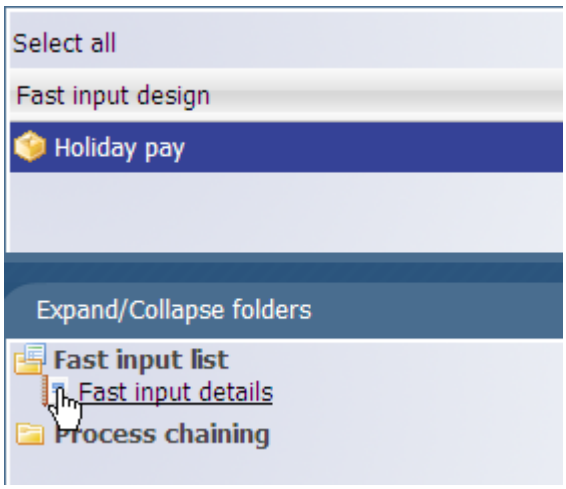
2. Select Fast input list



3. Select Fast input details



4. The fast input details Holiday pay screen will be displayed.

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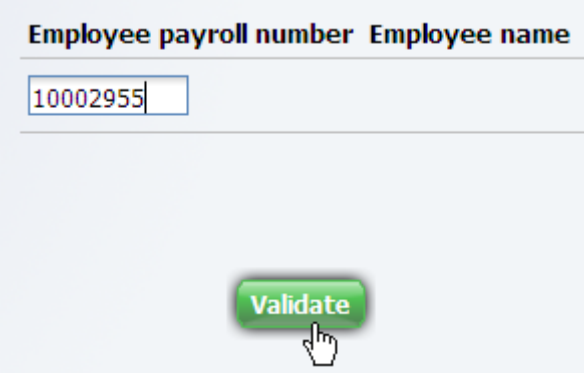
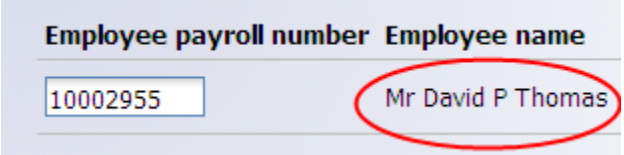
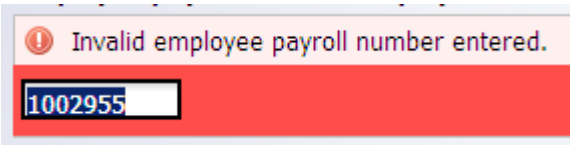
5. Enter the employee payroll number (this is the same as the personal reference number) and click on validate.



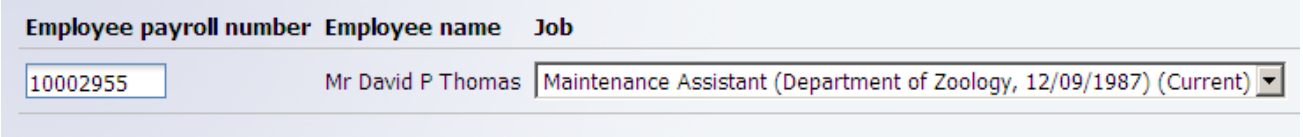
6. Ensure that the correct person's name is displayed.



If you enter an incorrect payroll number an error will be displayed



7. Where an employee holds one position the details will be displayed to the right of their name.



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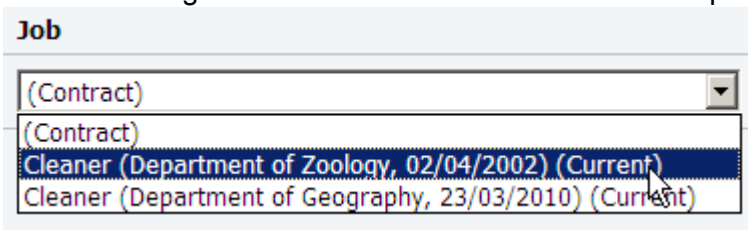
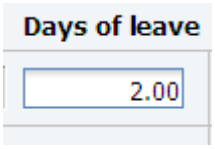
8. **If** the employee holds more than one position you will need to click the drop down arrow to the right hand side of Contract and select the person's position. This will



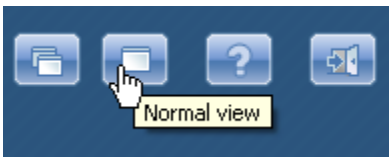
9. Enter the number of days leave



10. Click on the

button. The screen will clear and this will show that the changes have been saved

11. To return to the normal view of the screen, click on the Normal View button in the top right hand corner of the screen.



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