

# Making and employee a Leaver

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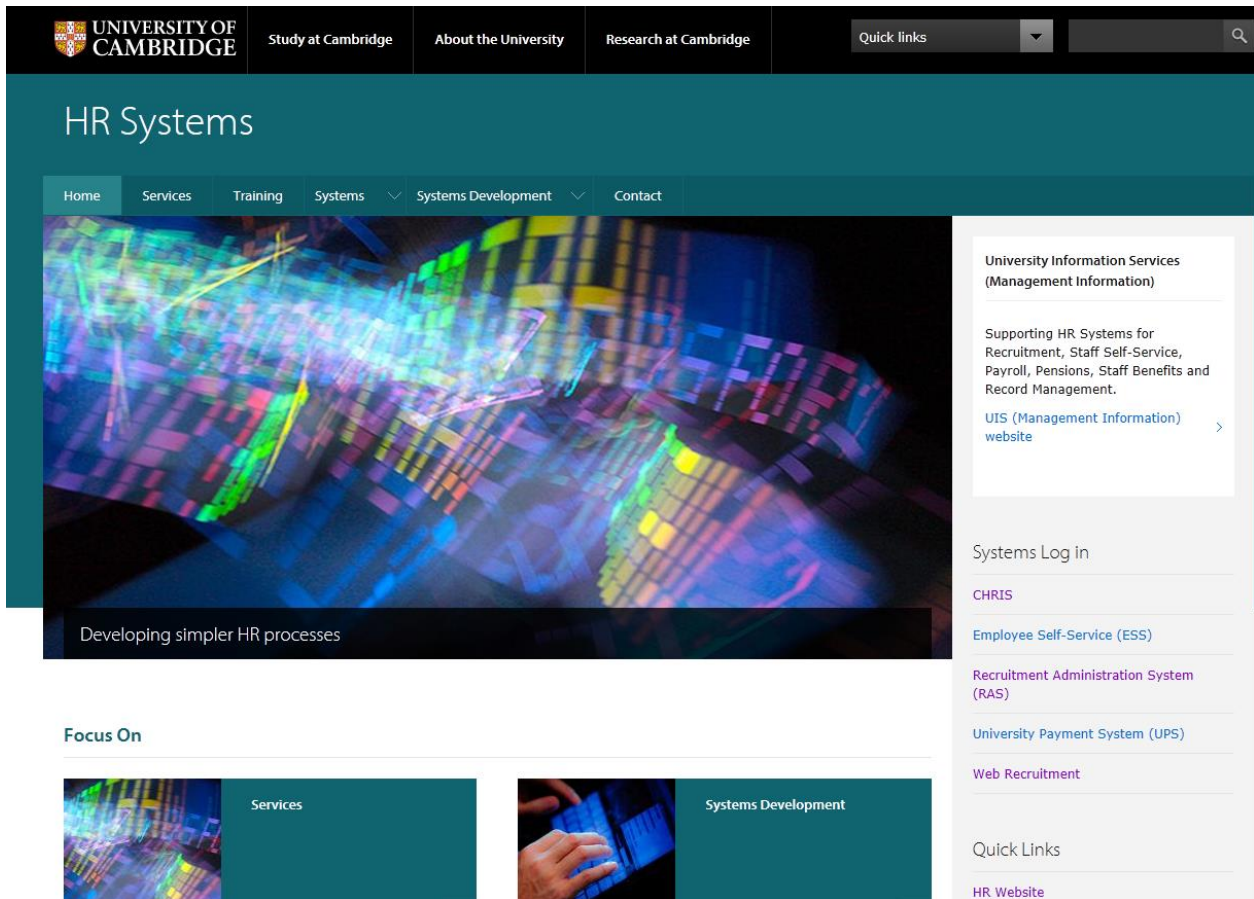
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## 1 Logging in

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.

A screenshot of the University of Cambridge HR Systems website. The top navigation bar includes the University of Cambridge logo, 'Study at Cambridge', 'About the University', 'Research at Cambridge', and a 'Quick links' dropdown menu. The main header is 'HR Systems'. Below this is a secondary navigation bar with 'Home', 'Services', 'Training', 'Systems', 'Systems Development', and 'Contact'. The main content area features a large abstract graphic with the text 'Developing simpler HR processes'. A 'Focus On' section below has two tiles: 'Services' and 'Systems Development'. On the right side, there is a sidebar with 'University Information Services (Management Information)', 'Supporting HR Systems for Recruitment, Staff Self-Service, Payroll, Pensions, Staff Benefits and Record Management.', 'UIS (Management Information) website', 'Systems Log in' (containing 'CHRIS'), 'Employee Self-Service (ESS)', 'Recruitment Administration System (RAS)', 'University Payment System (UPS)', 'Web Recruitment', 'Quick Links', and 'HR Website'.

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

## Making and employee a Leaver

HR Systems

Home Services Training Systems Systems Development Contact

CHRIS for Managers and Administrators

HR Systems ^

Systems ^

**CHRIS HR System**

- > Log in (Managers and Administrators)
- > Frequently Asked Questions
- > CHRIS Helpdesk
- > CHRIS Training

**Log in:** If you are a registered CHRIS user, please **log in.**


Do not disclose your Raven password to anyone and only enter it on web pages with URLs that start <https://raven.cam.ac.uk/>.

**Looking for self-service?**  
You can [access self-service here.](#)

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.

# Raven

## Login



User-id:

Password:

override login options for this session?

Cancel Login >

## Making and employee a Leaver

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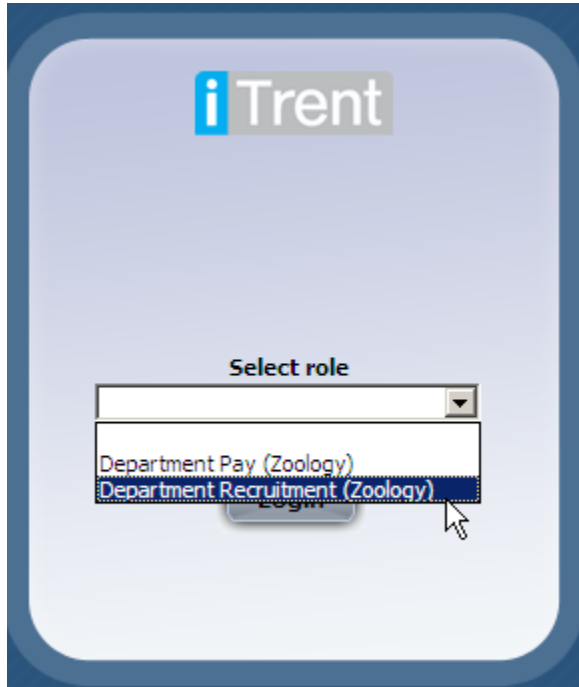
6. If you are prompted to select a role, click the drop down arrow.



The screenshot shows a web interface for iTrent. At the top, a message box says "Please select a role to continue." Below this is the iTrent logo. In the center, there is a "Select role" dropdown menu with a downward arrow. Below the dropdown, the text "Contact administrator" is visible. At the bottom, there is a "Login" button.

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

## Making and employee a Leaver



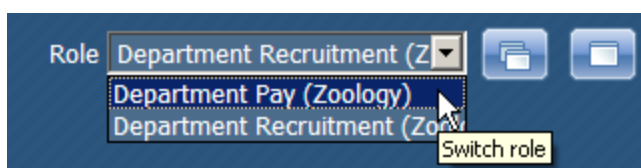
8. Click on the Login button



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



# Making and employee a Leaver

## 2 Making an employee a Leaver

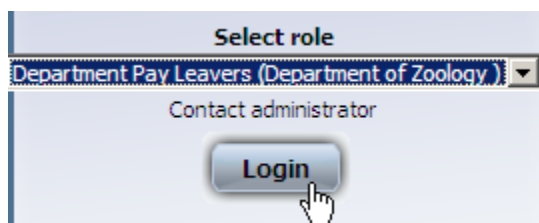
This process should be completed as soon as you know when an individual is leaving.

Leaver information must be entered before the payroll deadline. This is usually the 16<sup>th</sup>/17<sup>th</sup> of the month - 7 working days before payday (usually the 26<sup>th</sup> 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)

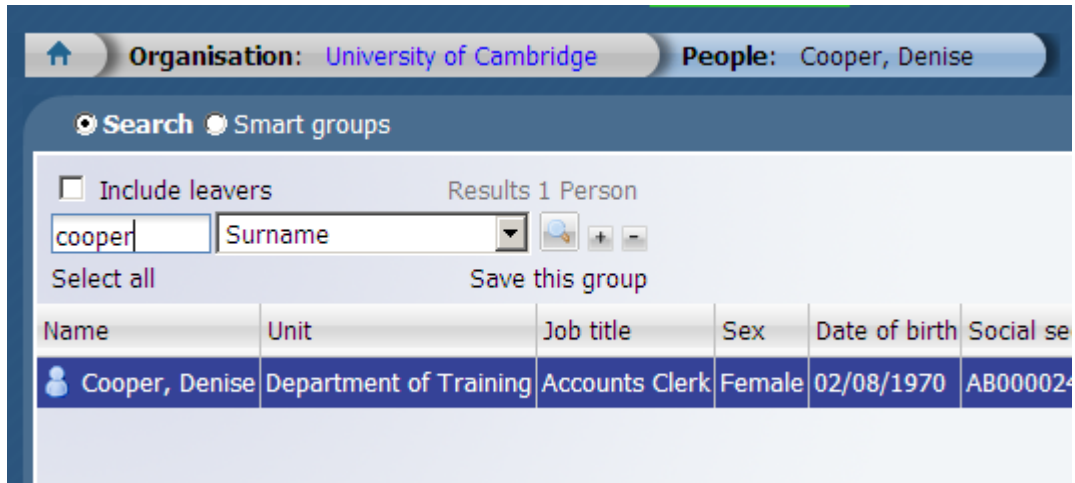


2. From the Homepage, select the **Make person a leaver** Link



## Making and employee a Leaver

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



Organisation: University of Cambridge People: Cooper, Denise

Search Smart groups

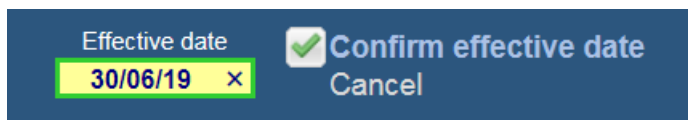
Include leavers Results 1 Person

cooper Surname

Select all Save this group

Name	Unit	Job title	Sex	Date of birth	Social se
Cooper, Denise	Department of Training	Accounts Clerk	Female	02/08/1970	AB000024

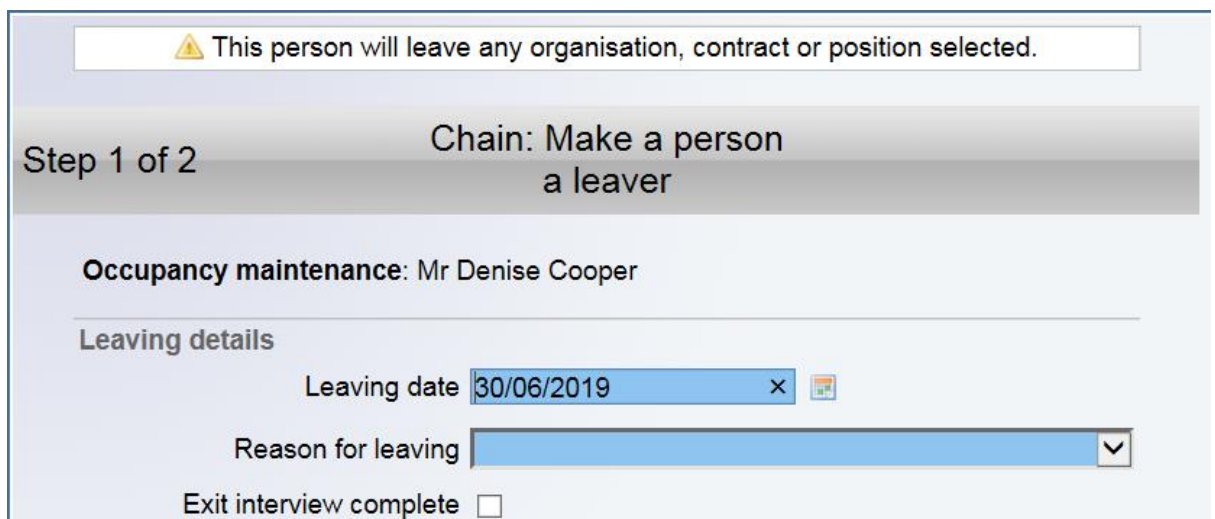
4. Enter the leaving date



Effective date  x

Confirm effective date  
Cancel

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



**⚠ This person will leave any organisation, contract or position selected.**

Step 1 of 2 Chain: Make a person a leaver

Occupancy maintenance: Mr Denise Cooper

Leaving details


Leaving date  x

Reason for leaving

Exit interview complete

## Making and employee a Leaver

6. Select the reason for leaving.


 This person will leave any organisation, contract or position selected.




Step 1 of 2 Chain: Make a person a leaver

**Occupancy maintenance:** Mr Denise Cooper

---

**Leaving details**

Leaving date  

<p style="margin-left: 40px;">Reason for leaving</p> <p style="margin-left: 40px;">Exit interview complete</p> <hr/> <p><b>Occupancy details</b></p> <div style="margin-left: 20px;"> <p> University of Can</p> <p> Asst Monthly</p> <p> Accounts Clerk (6</p> </div>	<ul style="list-style-type: none"> <li>Capability</li> <li>Death</li> <li>Declined re-employment</li> <li>Dismissal</li> <li>End of Affiliated Lectureship</li> <li>End of Apprenticeship</li> <li>End of Associate Lectureship</li> <li>End of Studentship</li> <li>End of Voluntary Research Agreement</li> <li>End of appointment limited by Statute or Ordinance</li> <li>End of leave to undertake a research fellowship</li> <li>End of secondment</li> <li>End of training appointment</li> <li>End of visit</li> <li>Expiry of right to work</li> <li>Redundancy - limit of tenure</li> <li>Redundancy - restructure and other</li> <li>Resignation</li> <li>Retirement</li> <li>Retirement - Early</li> <li>Retirement - Ill Health</li> <li>SOSR - CRI Only</li> <li>SOSR - MRC/Sanger Only</li> <li>TUPE Transfer</li> <li>UPS Leaver</li> </ul>
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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.



## Making and employee a Leaver

⚠ Current selections will result in this person leaving the organisation.


⚠ This person will leave any organisation, contract or position selected.


Step 1 of 2 Chain: Make a person a leaver

**Occupancy maintenance:** Mr Denise Cooper

---

**Leaving details**




Leaving date  

Reason for leaving  


Exit interview complete

---

**Occupancy details**

	University of Cambridge	<input checked="" type="checkbox"/>
	Asst Monthly	<input checked="" type="checkbox"/>
	Accounts Clerk (60000024)	<input checked="" type="checkbox"/>



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.

ℹ Changes have been saved.


⚠ This person will leave any organisation, contract or position selected.

Step 1 of 2 Chain: Make a person a leaver 

**Occupancy maintenance:** Mr Denise Cooper

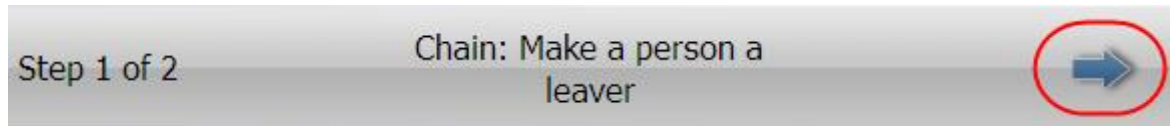
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**Occupancy details**

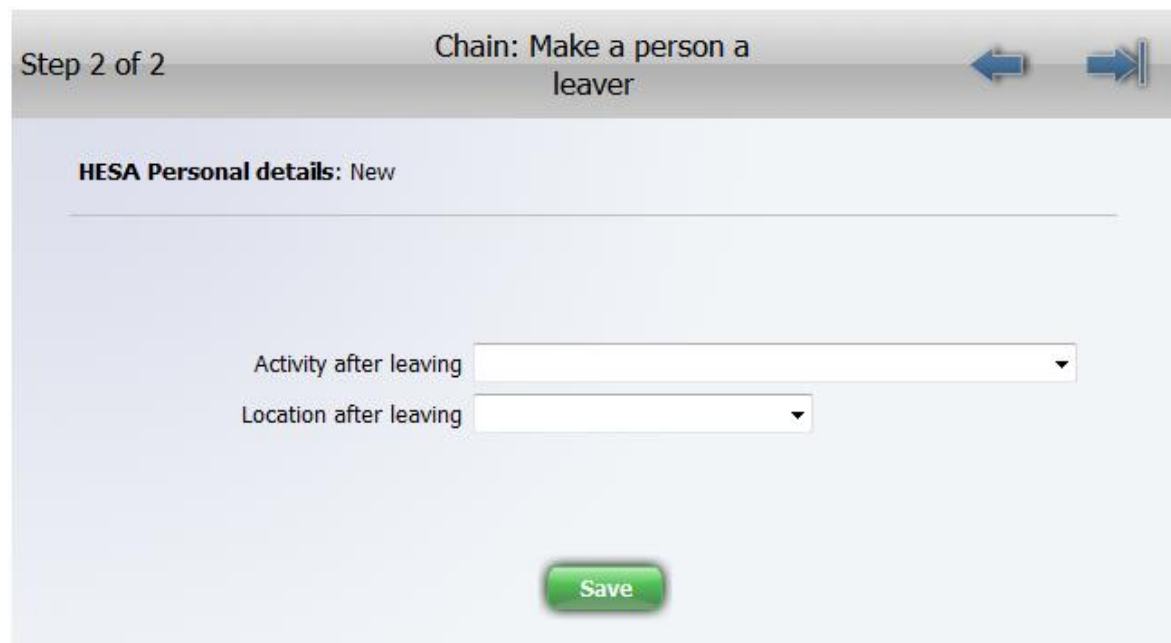
	University of Cambridge	<input type="checkbox"/>
	Asst Monthly	<input type="checkbox"/>
	Accounts Clerk (60000024)	<input type="checkbox"/>

## Making and employee a Leaver

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



The HESA Personal details screen will be displayed.



Step 2 of 2 Chain: Make a person a leaver

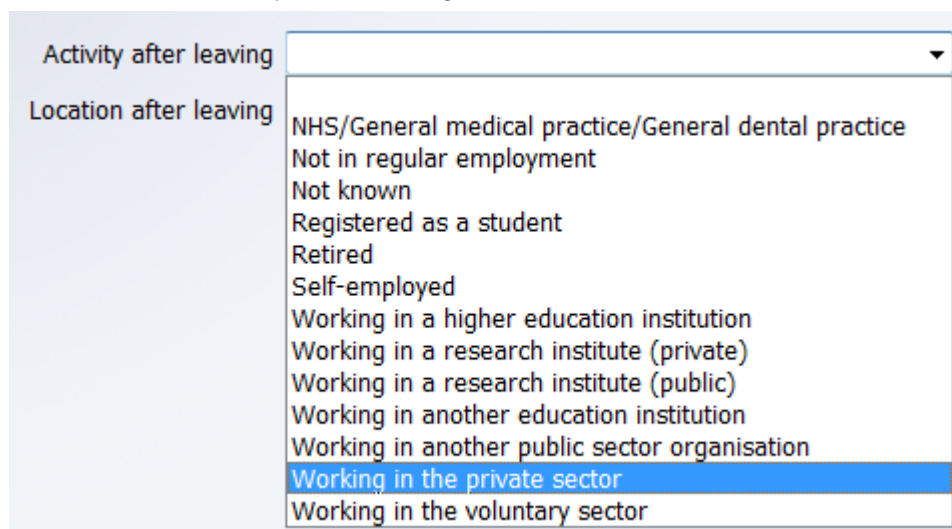
**HESA Personal details: New**

Activity after leaving

Location after leaving

Save

11. Select the Activity after leaving.



Activity after leaving

Location after leaving

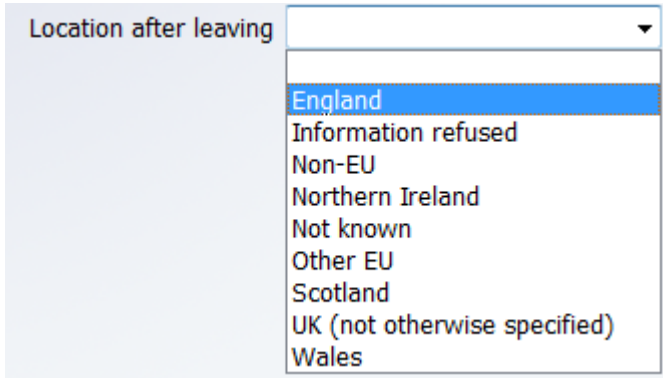
- NHS/General medical practice/General dental practice
- Not in regular employment
- Not known
- Registered as a student
- Retired
- Self-employed
- Working in a higher education institution
- Working in a research institute (private)
- Working in a research institute (public)
- Working in another education institution
- Working in another public sector organisation
- Working in the private sector
- Working in the voluntary sector

## Making and employee a Leaver

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.

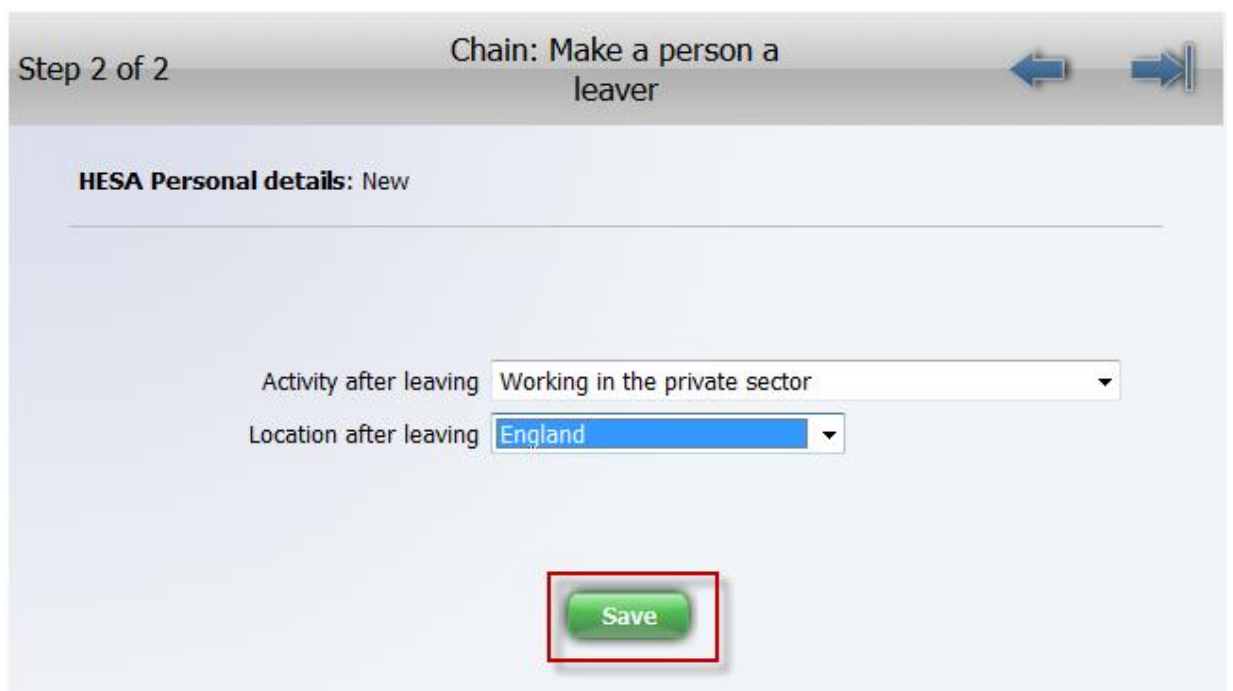
12. Select the Location after leaving.



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](http://www.hesa.ac.uk)

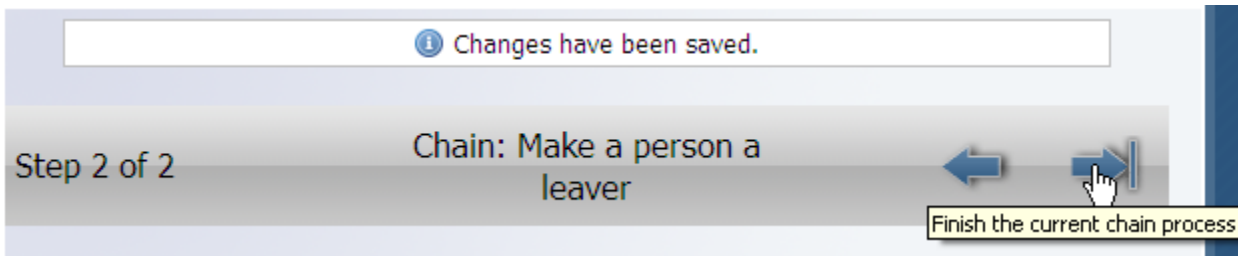
Please note that Activity on leaving and Location on leaving only need to be completed for individuals leaving the employment of the University. You may leave these fields blank if you are dealing with someone who is ceasing employment in one of several occupancies or if the employee has died.

13. Click on the Save button

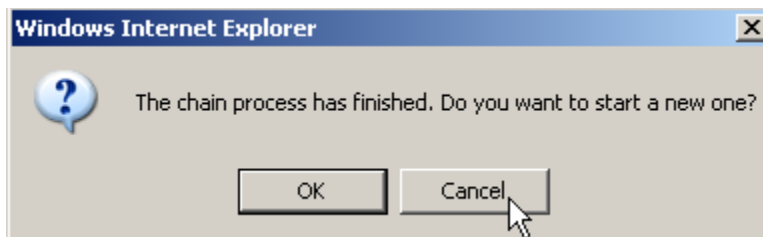


## Making and employee a Leaver

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

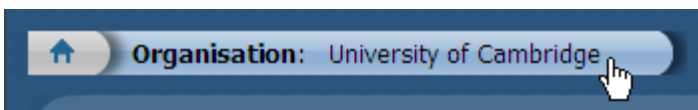


15. You will be asked if you wish to start another chain, select cancel



**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.





## Making and employee a Leaver

### 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.


 Current selections will result in this person's contract ending.

 This person will leave any organisation, contract or position selected.

**Step 1 of 2**      Chain: Make a person a leaver

**Occupancy maintenance:** Mr Charles Williamson






**Leaving details**

Leaving date  

Reason for leaving

Exit interview complete

**Occupancy details**

	University of Cambridge	<input type="checkbox"/>
	Students	<input type="checkbox"/>
	Research Student (90000095)	<input type="checkbox"/>
	Asst Weekly	<input checked="" type="checkbox"/>
	Library Invigilator (70012427)	<input checked="" type="checkbox"/>

## Making and employee a Leaver

### 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.

⚠ You do not have security access to view some of this person's occupancy details.


⚠ This person will leave any organisation, contract or position selected.

**Step 1 of 2**      Chain: Make a person a leaver

**Occupancy maintenance:** Mr Peter Yates

---

**Leaving details**




Leaving date  

Reason for leaving

Exit interview complete

---

**Occupancy details**

	University of Cambridge	<input type="checkbox"/>
	Asst Monthly	<input type="checkbox"/>
	Accounts Clerk (60000045)	<input checked="" type="checkbox"/>

## Making and employee a Leaver

### 3 Retrospection

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

⚠ Details with an effective date before the current period, have been modified. Complete the retrospection details or select "Ignore" to store the changes and enter the retrospection details later.

⚠ This person will leave any organisation, contract or position selected.

Step 2 of 2 Chain: Make person a leaver ← →

**Occupancy maintenance:** Miss Elizabeth A Timperley

**Retrospection**

Payment period

Originating period

Backpay element name

Ignore

**Leaving details**




Leaving date

Reason for leaving

Exit interview complete

---

**Occupancy details**

	University of Cambridge	<input checked="" type="checkbox"/>
	RS Monthly	<input checked="" type="checkbox"/>
	Head of Recruitment (70009700)	<input checked="" type="checkbox"/>

### 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.

# Making and employee a Leaver

## 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**

<b>Leaver confirmation</b>	<b>Mr Denise Cooper</b> <b>40000024</b> <b>30/06/2019 30/06/2019</b>										
<p>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 <a href="mailto:chrishelpdesk@admin.cam.ac.uk">chrishelpdesk@admin.cam.ac.uk</a>.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Position title</b></td> <td>Accounts Clerk (60000024)</td> </tr> <tr> <td><b>Position Leaving Date</b></td> <td>30/06/2019</td> </tr> <tr> <td><b>Position Leaving Reason</b></td> <td>Redundancy - limit of tenure</td> </tr> <tr> <td><b>University Leaving Date</b></td> <td>30/06/2019</td> </tr> <tr> <td><b>University Leaving Reason</b></td> <td>Redundancy - limit of tenure</td> </tr> </table>		<b>Position title</b>	Accounts Clerk (60000024)	<b>Position Leaving Date</b>	30/06/2019	<b>Position Leaving Reason</b>	Redundancy - limit of tenure	<b>University Leaving Date</b>	30/06/2019	<b>University Leaving Reason</b>	Redundancy - limit of tenure
<b>Position title</b>	Accounts Clerk (60000024)										
<b>Position Leaving Date</b>	30/06/2019										
<b>Position Leaving Reason</b>	Redundancy - limit of tenure										
<b>University Leaving Date</b>	30/06/2019										
<b>University Leaving Reason</b>	Redundancy - limit of tenure										
<p>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.</p>											
<p><b>Computing, access control and other facilities</b></p> <p>Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee is leaving.</p>											
<p><b>Maternity leave</b></p> <p>If the leaver is pregnant, she may still be entitled to statutory maternity pay. You should ensure that the relevant <a href="#">maternity leave forms</a> are completed.</p>											
<p><b>Holiday pay</b></p> <p>Please remember to enter any holiday pay due to the employee in the last pay period before they leave. Navigate to Payroll-&gt;Fast input list-&gt;Fast input details in CHRIS.</p>											
<p><b>Fixed term contracts and other redundancies</b></p>											

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



## Making and employee a Leaver

### 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](mailto: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](mailto: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.

Include leavers Results 4 People

abbot Surname

Select all Save this group

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

Organisation

Start date 22/09/2008

Length of service 1 year(s) 11 month(s)

Leaving date 29/10/2010

Reckonable service date 22/09/2008

Length of reckonable service 1 year(s) 11 month(s)


Last working day

Re-employable Yes

### 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.

 Changes cannot be saved for a locked contract.

**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.**

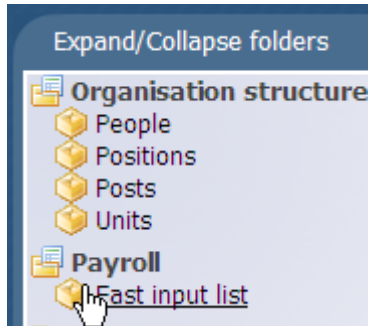
To access the holiday pay screen:

1. Select the Payroll menu

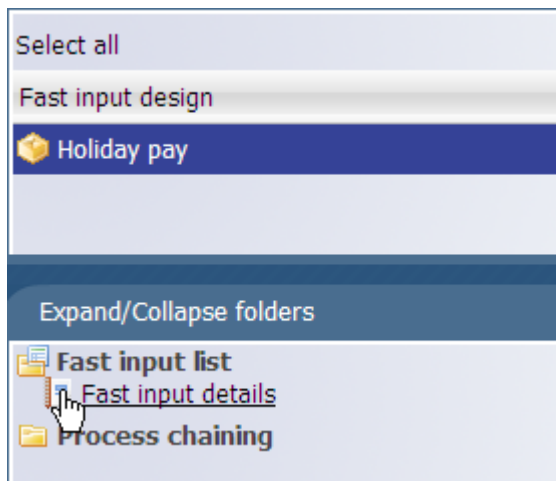


## Making and employee a Leaver

2. Select Fast input list



3. Select Fast input details



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

Employee payroll number	Employee name	Job	Days of leave			
<input type="text"/>		<input type="text"/>	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Making and employee a Leaver

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

Employee payroll number	Employee name
<input type="text" value="10002955"/>	
<input type="button" value="Validate"/>	

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

Employee payroll number	Employee name
<input type="text" value="10002955"/>	Mr David P Thomas

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

! Invalid employee payroll number entered.

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

Employee payroll number	Employee name	Job
<input type="text" value="10002955"/>	Mr David P Thomas	Maintenance Assistant (Department of Zoology, 12/09/1987) (Current) ▼

## Making and employee a Leaver

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

**Job**

(Contract) ▼

(Contract)

Cleaner (Department of Zoology, 02/04/2002) (Current)


Cleaner (Department of Geography, 23/03/2010) (Current)

9. Enter the number of days leave

**Days of leave**

2.00



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

Employee payroll number	Employee name	Job	Days of leave	
<input type="text"/>		<input type="text" value="Cleaner (Department of Zoology, 02/04/2002) (Current)"/>	<input type="text" value="2.00"/>	<input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

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.

