



Form

Please submit this form to – HR.sharedservices@greencore.com

You should only complete this form using **Adobe Reader** otherwise the drop-down information provided may not be visible to the recipient.

Site/Location:		Pay Frequency:	
Payroll No:	Forename:	Surname:	
Address Details:			
Last Working Day:		Leaving Date:	
Return of equipment checklist: Please ensure that the leaver has returned all company property and equipment prior leaving the business			
<input type="checkbox"/> IT equipment	<input type="checkbox"/> Access cards	<input type="checkbox"/> Keys	<input type="checkbox"/> Other
Reason for Leaving:			
If resignation, please provide details:			
Would you re-employ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the colleague a manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, where should direct reports transfer to?			
Transfer to alternative payroll or site:			
Site (if app):			

HOLIDAYS

Accrued Holidays Due:	Total Holidays Taken:	Holidays Bought:	Outstanding Holidays:

AGREED TERMINATION ARRANGEMENTS (IF APP)

Post Employment Notice Pay:	Termination Pay Amount:	Ex gratia Pay Amount:	Settlement Agreement Attached:

Form

NOTES

Additional Comments:

Additional Comments:

APPROVAL

Authorised By:	Position:	Date:

HR SHARED SERVICES USE ONLY

	Name:	Date:
System changes made		
Payroll informed		

PAYROLL USE ONLY

Holiday Pay:	PIL Taxable:	PIL Non Taxable:	Termination payable:
Exgratia Payments:	No. of days salary:	Other:	
Final salary:			

CHECKLIST - PAYROLL ONLY (Confirm date following items are sent out)

P45:	
Payslip:	
Pension:	
P46 Car Sharesave:	
C/ Tax, Westfield:	
etc Credit Card:	
Other:	