## **Leaver Process**

- It is imperative that leavers are processed immediately, for both payroll and IT security purposes
- OpenHR feeds information into other Greencore systems
- The leaver form is available here: <u>https://hrss.greencore.com/services/colleague-leavers/</u>
- The leaver form should be sent to <u>HR.sharedservices@greencore.com</u> (or can be entered directly through the HRSS portal <u>HRSS.Greencore.com</u>)
- Payroll will not accept leaver forms directly, they must be processed via HRSS

A colleague resigns from the business or is part of an exit process Line Manager / Site HR receive this information and agree the leave date and leaving arrangements Line Manager and/or Site HR fully complete a leaver form and send to HRSS (with the resignation letter if app)

HRSS update OpenHR with the leaver details and update payroll accordingly

OpenHR generates a notification to IT, including employee ID and leave date

IT disable all IT account access in line with the leave date

Leaver Essentials on LMF can also support you with leaving arrangements

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HRSS save documents to colleague E-file and issue a confirmation letter if required this will include an exit interview form just in case this wasn't possible) OpenHR also feeds other systems such as GWG, Reward Gateway, Kronos and other functions such as Finance for Credit Cards etc.. If applicable, the Line manager / IT should make arrangements to collect company equipment and return to IT. And to return other property such as company credit cards.

## **Leaver Process – Exceptions to Policy**



- There are some unavoidable situations where leavers may be processed after the leave date
- These situations are primarily those that involve an employee relations process upon departure
- These include the following (this is a guide only, as other situations and timescales may occur)
  - Dismissal (Up to 40 days to allow time for appeal period and re-hearing, the leave date will be back-dated)
  - Redundancy (Up to 27 days to allow time for appeal period and meeting, the leave date will be back-dated)
  - Ill-health termination (Up to 27 To allow time for appeal period and re-hearing, the leave date will be backdated)
  - Settlement agreement (Up to 20 days to allow time for the signed agreement to come back, the leave date will be back-dated)
- Colleagues that resign or are terminated (AWOL, unsuccessful probation) with immediate effect could also be processed late due to the timing, but no more than 1-3 days
- Every effort should be made to process leavers on time, so there should always be a justified reason if these situations result in a late leaver notification