

This work instruction was last updated: 10 May 2010

HR Redundancy Leaver Process

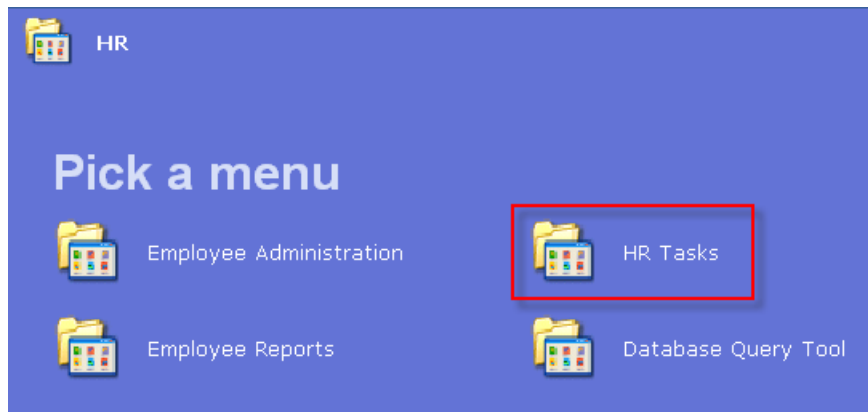
This Work Instruction describes the HR Redundancy Leaver Process.

- ☛ With all of the data entry screens it is important to press the **ENTER** key to move between fields and until all of the fields have been accessed, whether you need to enter data into them or not.

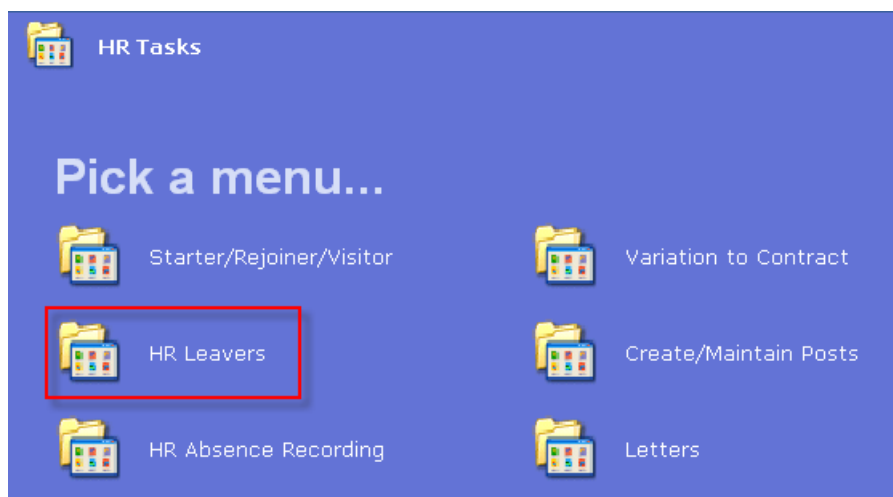
- 1 Entering a Redundancy Leaver on ResourceLink
- 2 Personal Details data entry screen
- 3 Employment Detail data entry screen
- 4 Current Post Holding data entry screen
- 5 Red Pay Calculation data entry screen
- 6 Temporary Pay Elements data entry screen
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1 Entering a Redundancy Leaver on ResourceLink

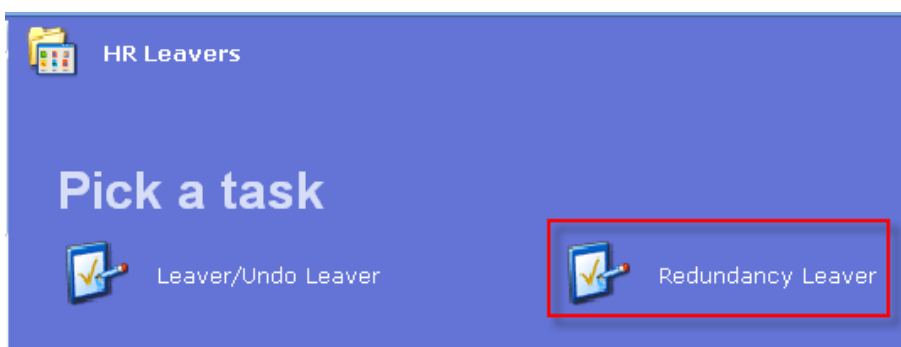
ResourceLink Home Page > **HR Tasks**



ResourceLink Home Page > HR Tasks > **HR Leavers**



ResourceLink Home Page > HR Tasks > HR Leavers > **Redundancy Leaver Process**



2 Personal Details data entry screen

Task - Redundancy Leaver - Employee Personal Detail

Session Edit View Other Process Tools Display Help

Employee

Title Details

Legislation Type

Surname MIDDLETON

Title MRS

First Forename SUSANNE

Other Forenames LESLEY

Prev. Surname DASH

Known As

Honours

Generation

Personal Details

Gender F


Date of Birth 28/08/1954 Age: 55 Years 8 Months

Nat. Ins. No. YX172934A Case Number

Home Address Cont. Addresses Passport/Visa Contact Tel

Email Address Marital Status User Fields Notes

Enter the person's Surname CHANGE NUM MD55

- 2.1 Ensure that the correct employee has been entered by verifying the contact details within the employee's **Personal Details** tab.
- 2.2 Click on **Home Address**. 
- 2.3 Check details and update where necessary.

MD00G4 Maintain Address Details

Address

Country United Kingdom


Address

Post Code SO40 7A

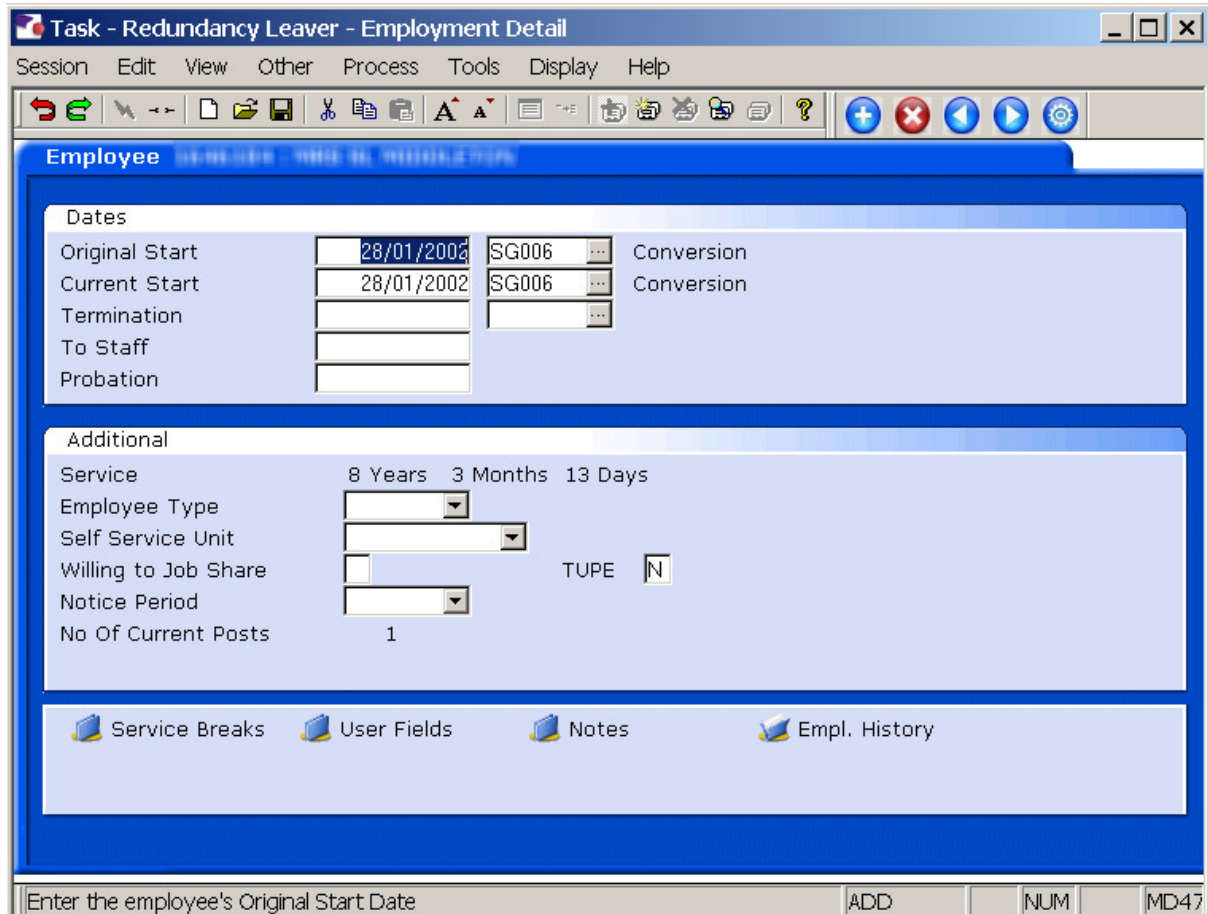
Clear Auto Complete View Postal

Exit

2.4 Click on **Contact Tel** and update where necessary.

2.5 Click on  to move to the **Employment Detail** tab.

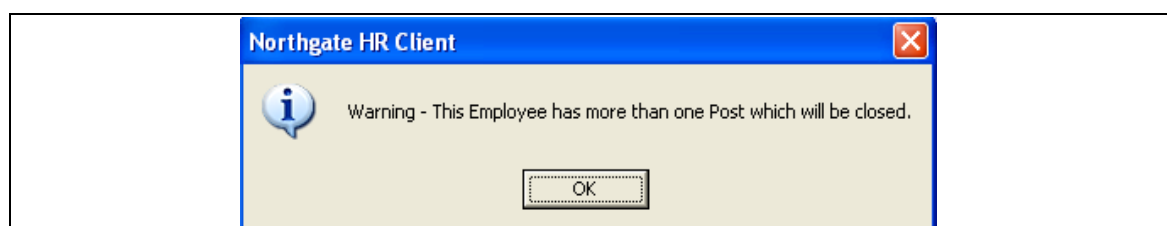
3 Employment Detail data entry screen




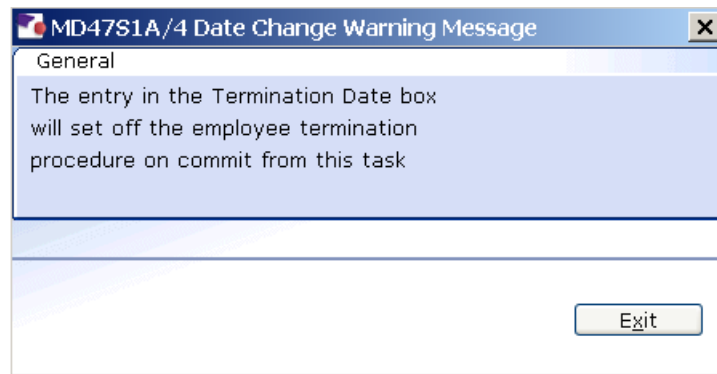
3.1 In the **Employment Detail** data entry screen, enter the date of the employee's last working day in the **Termination** field.

☛ Dates MUST be entered in the format **ddmmyyyy**. For example 16031975 for 16 March 1975.

3.2 Press **Enter**.



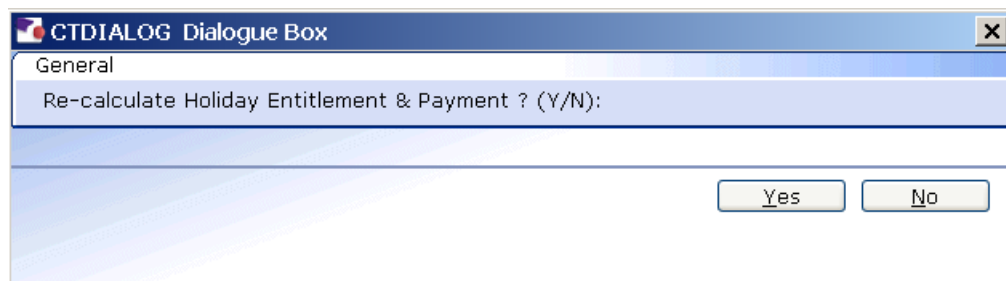
- ⚡ **If you receive the message above and the employee is a multi post holder and they are only leaving one of their posts – do not complete this task, click on OK, exit out of all screens that follow and cancel out of the task. Follow work instruction **Multi Post Leaver**.** 



3.3 A warning prompt will appear confirming that the employee termination procedure has been triggered.

3.4 Click **Exit**. 

3.5 A second **Dialogue Box** will appear.

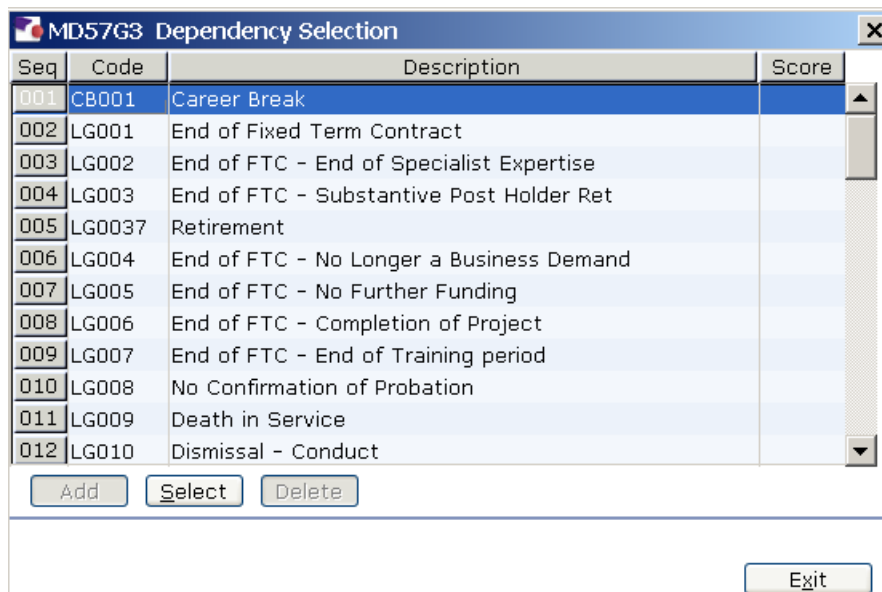


3.6 Click **No**. Payroll will enter any payments or deductions regarding Holiday Entitlement.

3.7 Window in to the field next to the **Termination** date.



3.8 Click on a reason for leaving from the **Dependency Selection**.

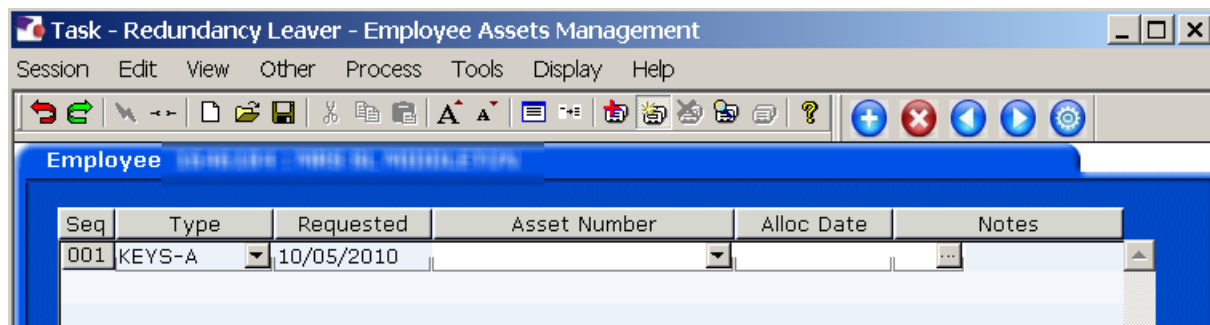


MD57G3 Dependency Selection

Seq	Code	Description	Score
001	CB001	Career Break	
002	LG001	End of Fixed Term Contract	
003	LG002	End of FTC - End of Specialist Expertise	
004	LG003	End of FTC - Substantive Post Holder Ret	
005	LG0037	Retirement	
006	LG004	End of FTC - No Longer a Business Demand	
007	LG005	End of FTC - No Further Funding	
008	LG006	End of FTC - Completion of Project	
009	LG007	End of FTC - End of Training period	
010	LG008	No Confirmation of Probation	
011	LG009	Death in Service	
012	LG010	Dismissal - Conduct	

Buttons: Add, Select, Delete, Exit

3.9 Enter through **all** the remaining fields on the **Employment Detail** screen.



Task - Redundancy Leaver - Employee Assets Management

Session Edit View Other Process Tools Display Help

Employee

Seq	Type	Requested	Asset Number	Alloc Date	Notes
001	KEYS-A	10/05/2010			

Buttons: Exit

3.10 If the screen above appears, this is a warning that the employee has assets on their record, click on **Exit**

Task - Redundancy Leaver - Termination Options

Session Edit View Process Tools Display Help


Termination Options

General

Fixed P/E Automatically Closed	<input type="button" value="Y"/>
View Fixed PE Before Update	<input type="button" value="N"/>
View Fixed PE After Update	<input type="button" value="N"/>
Temp P/E Automatically Closed	<input type="button" value="N"/>
View Temp PE Before Update	<input type="button" value="N"/>
View Temp PE After Update	<input type="button" value="N"/>
Training Automatically Closed	<input type="button" value="Y"/>
View Training Before Update	<input type="button" value="N"/>
View Training After Update	<input type="button" value="N"/>
Terminate Clocking Details	<input type="button" value="Y"/>
Set Operator Obsolete	<input type="button" value="Y"/>

Enter "Y" to view fixed pay elements prior to update

CHANGE NUM MD47

3.11 Click **Continue**  to move through the **Termination Options** screen (there is no need to tab through the screen's fields).

Task - Redundancy Leaver - Employment Detail

Session Edit View Other Process Tools Display Help

Employee

Dates

Original Start	28/01/2002	SG006	Conversion
Current Start	28/01/2002	SG006	Conversion
Termination	31/05/2010	LG013	Dismissal - Redundancy
To Staff			
Probation			

Additional

Service 8 Years 4 Months 4 Days

Employee Type

Self Service Unit

Willing to Job Share ☐ TUPE ☐

Notice Period

No Of Current Posts 1

Service Breaks
 User Fields
 Notes
 Empl. History

Enter the employee's Original Start Date ADD NUM MD47

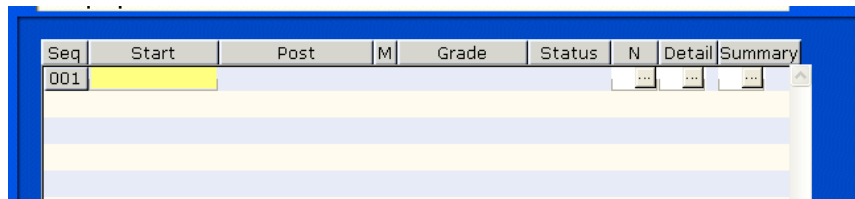
3.12 You will be returned to the **Employment Detail** screen.

3.13 Click on **Next**

4 Current Post Holding data entry screen

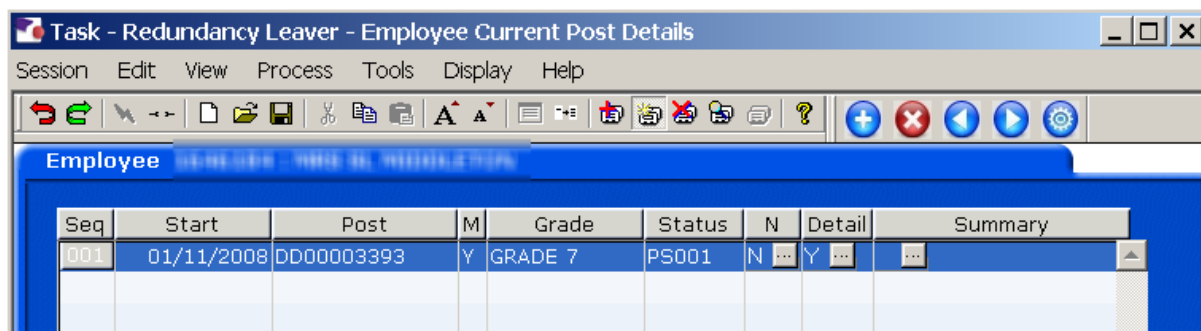
- 4.1 Check the **Current Post Holding** screen. If you have set up a leaver whose leaving date was in the past, the employee's post should have been removed from this screen. If you have set up a leaver whose leaving date is in the future, the post (s) will remain until this date has elapsed.

e.g. Leaving date in the past ...



Seq	Start	Post	M	Grade	Status	N	Detail	Summary
001								

e.g. Leaving date in the future...



Seq	Start	Post	M	Grade	Status	N	Detail	Summary
001	01/11/2008	DD00003393	Y	GRADE 7	PS001	N	Y	...

- 4.2 Click on **Next** 

5 Red Pay Calculation data entry screen

- ① You must now work out the Redundancy Payment on the Red Pay Calculation data entry screen.

Task - Redundancy Leaver - Redundancy Pay Calculation

Session Edit View Other Process Tools Display Help

Employee

General

Redundancy Date

Date Of Birth 28/08/1954 Original Start Date 28/01/2002

Norm Retire Date Redundancy Age

Years Service Weekly Pay Rate

Stat Wks Payable Comp Wks Payable

Weeks To NRD Lieu Wks Payable

Calculated Payable Difference

Redundancy Pay (Taxable)

Redundancy Pay (Ex-Tax)

Pay In Lieu

TOTAL Payment

Details

Enter the employee's date of redundancy CHANGE NUM MD12

5.1 Enter the date that the employee is being made redundant in the **Redundancy Date** field.

5.2 Press **Enter**.

General

Redundancy Date

Date Of Birth 28/08/1954 Original Start Date 28/01/2002
 Norm Retire Date 06/01/2019 Redundancy Age 55.09
 Years Service 8 Weekly Pay Rate

Stat Wks Payable 12.00 Comp Wks Payable 12.00
 Weeks To NRD 448 Lieu Wks Payable

	Calculated	Payable	Difference
Redundancy Pay (Taxable)		<input type="text"/>	
Redundancy Pay (Ex-Tax)		<input type="text"/>	
Pay In Lieu		<input type="text"/>	
TOTAL Payment			

Details

5.3 Enter through the **Redundancy Pay (Taxable field)**, **Redundancy Pay (Ex-Tax)** field will auto populate with the redundancy amount.

5.4 If the amount is incorrect or different, overtype with the correct amount.

If you are unsure how to work this figure out, then please refer to one of the Senior Personnel Assistants.

5.5 Press **Enter**.

5.6 Click on **Details**

MD122G4 Update Redundancy Pay Details

General

Redundancy Pay Period Pay Redundancy Flag Pay Lieu Flag

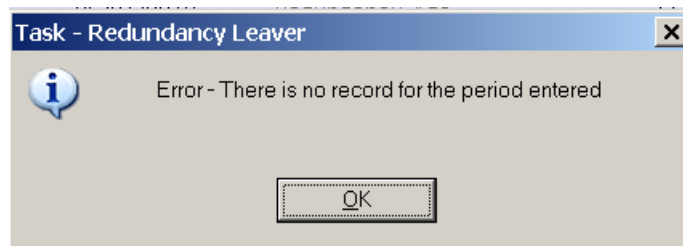
Post Redundancy Amounts to Employee Temp Data:

5.7 In the **Redundancy Pay Period** field, enter the pay period in which you want the redundanc payment to be made.

The Pay Period has to be in the following format:


200709 = December 2007

If you receive the following message, you have entered the Pay Period in the wrong format:



Click on **OK** and enter it in the correct format.


5.8 Press Enter.

General			
Redundancy Pay Period	<input type="text" value="200709"/>	Pay Redundancy Flag	<input type="text" value="N"/>
Post Redundancy Amounts to Employee Temp Data:		<input type="text" value="N"/>	
 Exit			

5.9 Set the Pay Redundancy Flag as Y.


5.10 Set the Pay Lieu Flag as N


5.11 Set the Post Redundancy Amounts to Employee Temp Data flag as Y.

General			
Redundancy Pay Period	<input type="text" value="200709"/>	Pay Redundancy Flag	<input type="text" value="Y"/>
Post Redundancy Amounts to Employee Temp Data:		<input type="text" value="Y"/>	
 Exit			

5.12 Press Enter.

General			
Redundancy Date	<input type="text" value="31/05/2010"/>		
Date Of Birth	28/08/1954	Original Start Date	28/01/2002
Norm Retire Date	06/01/2019	Redundancy Age	55.09
Years Service	8	Weekly Pay Rate	
Stat Wks Payable	12.00	Comp Wks Payable	12.00
Weeks To NRD	448	Lieu Wks Payable	
	Calculated	Payable	Difference
Redundancy Pay (Taxable)		<input type="text"/>	
Redundancy Pay (Ex-Tax)		<input type="text"/>	
Pay In Lieu		<input type="text"/>	
TOTAL Payment			

 Details

5.13 Click on **Next** 

6 Temporary Pay Elements data entry screen

- ① Use this screen to check that the redundancy amount has pulled through into the correct pay period

6.1 Enter the **Tax Year** in which the redundancy payment is due e.g. 2007

6.2 Press **Enter**

6.3 In the **Tax Period** field, enter the tax period the redundant payment is due e.g 09 = December, 01 = April.

6.4 Press **Enter**.

6.5 Leave the **Pay Type** field as **M**

6.6 Press **Enter**.

RESOURCE LINK ENTERPRISE

Detail Current Post Holding Red Pay Calculation Temporary Pay Elmnts

Employee 1848771 : MISS PL PITSTOP

Tax Period

Tax Year 2007 Tax Period 09

General

Pay Method [dropdown]

Sick All Period ☐ Suspend ☐

Advance

Advance Periods

Advance Type

Save

Next

Previous

Screens

Summary

Cancel


Advance Currency Arrears

6.7 Enter through the **Pay Method** field

6.8 Enter through the **Sick All Period** field.

6.9 Enter through the **Suspend** field.

6.10 The redundancy payment will appear automatically in the screen:

6.12 If there are no other temporary pay elements to add then click on **Next** 

7 Holiday Entitlement data entry screen.

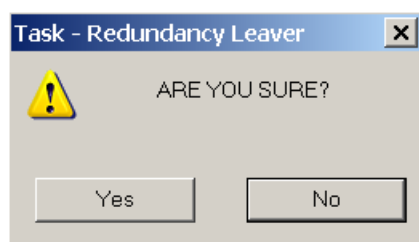
Seq	Start Date	End date	Entlmnt	B/F	Extra	Taken	Remain
001	01/10/2009	31/05/2010	20.0	0.00	0.0	19.00	1.00

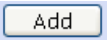
Buttons: Add, Change, Delete, Expand

Work Pattern

Status Bar: Pseudo-Sequence Number for Index Paging, LOOKUP, NUM, MD82

- 7.1 Make a note of the **Start Date**, **Entitlement** and **Taken** fields for the current holiday entitlement.
- 7.2 **Delete** the current holiday entitlement row.



- 7.3 Click on **Yes**.
- 7.4 Click on **Add**. 
- 7.5 Enter the **Start Date**, noted in step 7.1 (this will normally be 01.10.XXXX).
- 7.6 Press **Enter**.

- 7.7 In the **End Date** field, enter the employee last working day (their leaving date)
- 7.8 Press **Enter**.
- 7.9 The **Entlmnt** field will auto calculate the new holiday entitlement for up until they leave.
- 7.10 Press **Enter**.
- 7.11 In the **Extra** field, enter the minus figure of how much leave had already been taken in the current holiday year, e.g. -10.
- ☛ **If the employee is a My View user, enter through this field and it will look at how much has been Taken on MyView**
- 7.12 The **Remain** field will calculate how much entitlement is remaining/overspent.

Seq	Start Date	End date	Entlmnt	B/F	Extra	Taken	Remain
001	02/11/2006	01/07/2007	20.0	0.00	17.0-	0.00	3.00

- ☛ If there are any payment of deductions that need to be made relating to holiday entitlement, these will be entered onto the system by Payroll. Please email Payroll to inform them.

8 Asset Management data entry screen

Seq	Type	Requested	Asset Number	Alloc Date	Notes
001	KEYS-A	10/05/2010			

Buttons: Add, Change, Delete, Expand


Status Bar: Sequence Number, CHANGE, NUM, MD59

- 8.1 Check the **Asset Management** screen for any outstanding assets.
- 8.2 Use the **Notes** field to record information relating to the return of the employee's remaining assets.

Line	Notes
01	

Buttons: Add, Change, Delete, Insert

Exit Button

- 8.3 Click on **Next**  to move to the **Fixed Pay Elements** screen.


9 Fixed Pay Elements data entry screen


Seq	Post	Code	Desc	E	Start	Period	Amt	A	D	M	S
001	DD00003393	1000	Basic Pay	*	01/10/2009	6340.50		N			

Add Change Delete Expand

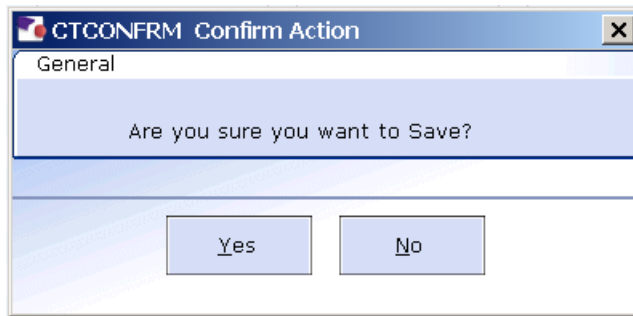
Currency

Pseudo-Sequence Number for Index Paging LOOKUP NUM MD4E

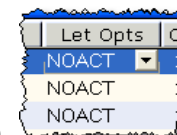
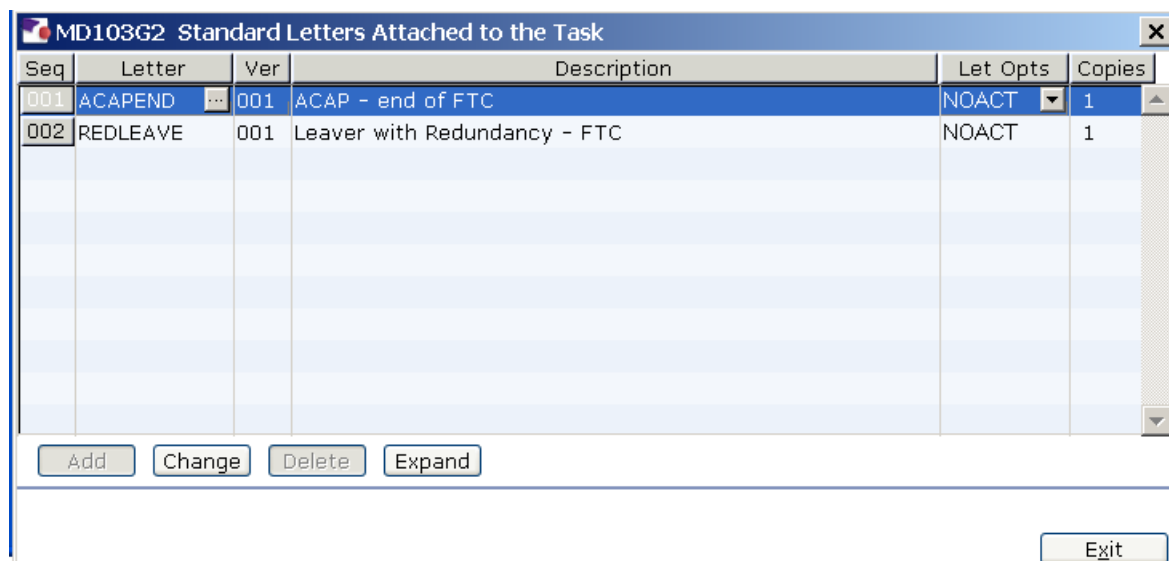
9.1 Ensure that an asterisk appears in the 1000 Pay Element row . This indicates that there is an end date against the Basic Pay for when the employee leaves.

☛ All other Fixed Pay Elements in this screen should also have an  against that Pay Element.

9.2 Click on **Save**  and Click on **Yes**



10 Standard Letters



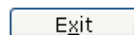
10.1 Click in the **Let Opts** field of the letter you want to produce.

10.2 Click on the drop down.

Code	Desc	Long Description
MERGE	Manual	Immediate print with manual changes
NOACT	No Request	No action to be taken (no request)
PRINT	Print	Immediate request and print
PROMPT	Prompt	Prompt on commit for user action
QUEUE	Request	Request letter only
SAVE	Save	Save the merged letter

10.3 Click on **MERGE Immediate print with manual changes**.

10.4 Click on **Exit**



Seq	Post	Start Date	End Date	Occ Type	Main
001	EMPLOYEE	28/01/2002	31/05/2010		
002	DD000003386	28/01/2002	31/10/2008		Y
003	DD000003393	01/11/2008	31/05/2010		Y
004					
005					
006					
007					
008					
009					

10.5 If there is more than 1 Post Holding ending on the same day, ensure you select the post for which a letter has not yet been produced.

10.6 Click on **Select**

Seq	Hierarchy	Eff Date
013	HRMAIN07	01/05/2009
014	HRMAIN08	01/01/1940

10.7 Click on **Select**

Seq	Hierarchy	Post Start Date
001	HRMAIN07	01/11/2008
002	HRMAIN08	01/11/2008

10.8 Select the most up to date Hierarchy.

10.9 Click on **Select** 

Seq	Pop Up Prompt
001	Please enter the amount of redundancy
002	Enter whether this is a Sch/ Dept/Div
003	Please insert signatory's name
004	Please enter RA/PA's tel number

10.10 Click in the first row and enter the signatory's job title

10.11 Click in the second row and enter the signatory's name

10.12 Click in the third row and enter the signatory's telephone number.

10.13 Click on **Exit** 



10.14 The letter will generate in Word and can be update where required then printed.