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**Casual Leaver Form**

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| Name: |  | |
| Leaving date (where possible please ensure this is a Sunday date): |  | |
| Last actual day worked (if in the month of leaving): |  | |
| Reason for leaving: |  | |
| Job title: |  | |
| Post number: |  | |
| Department: |  | |
| Location: |  | |
| Managers, please ensure that Staff Connect is updated by your employee with their correct address. | Date updated: |  |

**Managers please ensure that ALL leavers are aware of the following payslip and P45 information:**

P45’s will be produced **after** your last pay date. We are only able to issue one P45 so it is important that you provide the correct address for this to be sent to. Please contact the Pay Office if you do not receive your P45, email [payoffice@kent.ac.uk](mailto:payoffice@kent.ac.uk)

Please ensure that you save or print any payslips that you may require, you will only have online access to these via Staff Connect for 60 days from your leaving date.

|  |  |
| --- | --- |
| Form completed by: |  |
| Contact number: |  |

*HR use only*

|  |  |
| --- | --- |
| Immigration team advised where applicable: |  |
| Pay sheet updated: |  |

Please return this form to HR in Tanglewood.

Please return their Staff ID badge to Alana Whitcombe, Accounts, Tanglewood.