LCC Oracle guidance

Manager Self Service - Terminating Employee

Lancashire
County
Council

Contents

Overview

The termination process guide highlights any issues to consider before terminating an employee and takes managers through the steps required for terminating employees.

Note on transfers

Next Employment within Lancashire County Council - Employees who transfer internally within LCC should not be submitted as a termination; the changes will be applied when the new manager actions the transfer.

- The employee will be displayed in your hierarchy until the later of; the date of transfer is reached, or the date the transfer is completed by Payroll.
- If the employee is still shown in your hierarchy at the middle of the month (after leaving your employment), please email Payroll schoolspayroll@btlancashire.co.uk or directoratepayroll@btlancashire.co.uk

Transfers between schools – If the employee is leaving a school and going on to a school which **does not** use LCC as its payroll provider, then a termination will need to be actioned.

Absence - Check the employee's absence record to ensure all absences are closed prior to termination. The employee must not have any open absences when ending the employment.

Primary or Secondary Employments

With the exception of Management Committee employees, all employees should only have one personal record. Their employment / assignment record is set against the personal record.

All employees must have a primary assignment (job) set against their personal record; this is their only or their main role.

- If an employee has only one job, this will be their primary assignment.
- If an employee has more than one job, they will have a primary assignment and a secondary assignment (also known as multiple assignments).
- An employee may have several multiple assignments.

From the Manager Self Service responsibility, select **Ending Employment.**

Check if Primary or Multiple Assignment Terminating

Use the Primary column to determine if it is the primary or secondary assignment which is terminating.

- After finding out if you are resigning the primary or a secondary assignment, select the employee from the **Hierarchy** and read the message on screen.

- **Primary assignment terminating** – if the employee is terminating their only post, enter the Effective Date as the day of leaving (this is their last date of employment).
  - o You will not be able to terminate primary assignment if secondary assignment is continuing. Complete the multiple assignment termination form on the intranet and email to Payroll at:

(Schoolspayroll@btlancashire.co.uk or directoratepayroll@btlancashire.co.uk).

- **Secondary assignment only terminating –** enter the Effective Date as the **day after leaving** (basically the employee is continuing in employment with their primary post, so you are saying to stop payments for the second post from this date).

- **If both employments are being terminated** - complete the multiple assignment termination form on the intranet and email to Payroll at: schoolspayroll@btlancashire.co.uk or directoratepayroll@btlancashire.co.uk For schools the form can be obtained through the Schools Portal

- Click on the **Continue** button.

The **Termination Date** is displayed (if incorrect, click on the Back button).

The **Notification Date** defaults to the current date – amend if necessary.

Select the **Reason** from the drop down list **–** this must indicate if **leaving LCC.**

1. Ensure the reason is correct; incorrect reasons may affect pension or redundancy payments being paid on time.
2. Please note; ill health retirement should only be selected if agreed by OHU and Pensions

   Add:
3. Comments; for example, if the employee leaves on voluntary redundancy and this is to be paid from specific code, then add the details in the Comments field.
4. Under or overtaken leave in hours (does not usually apply to term time only employees working less than 52 weeks each year).
5. Pay in lieu of notice (in weeks), note - added after authorisation by Head of Service

Click the **Next** button.

Check the details and if correct, click the **Submit** button.

6. If incorrect, click the Back button.

Note: – *"Error message appears regarding future dated changes".*

In the event that you receive this message it means that an absence or change has been input to occur sometime in the future.

In this instance complete the multiple assignment termination form on the intranet and email to Payroll at: schoolspayroll@btlancashire.co.uk or directoratepayroll@btlancashire.co.uk

For schools the form can be obtained through the Schools Portal.

In the email state the reason why the form was sent.

Reminders:

Employees who transfer internally within LCC should not be submitted as a termination, the new manager should notify Payroll & Recruitment via the new Starter Process.

If notified of a late termination after the deadline, contact AskHR / Payroll. They can stop a payment to an employee up to midday the day before payday.

Input payment claims prior to the date of termination; the manager may not have access after the termination date.

The employee may enter claims up to two months after the termination date. Ensure any claims are dated prior to the date of termination.

No claims should be made for work completed after the date of termination; submit a new starter form.

Head Teacher Terminating - if terminating employment of a Head Teacher then a Notification Of Termination must be completed and signed by the Chair of Governors and emailed to: schoolspayroll@btlancashire.co.uk