



# MANAGER RESIGNATION PROCESS

Step by step guide to action a resignation request from a reportee

Manager receives employee resignation request via email

Manager logs into MyTeam & selects Leaver option & ensures correct job is selected

Select '1. View/Cancel Resignation Request'. You can now view the requested resignation date and resignation statement.

If you wish to process the resignation (taking into account the employee has provided enough notice - please refer to guide for notice periods)

## OPTION 1 - EMPLOYEE IS RESIGNING FROM ONE POST ONLY

Select Option A - Terminate an employee's job/position (i.e not leaving council)

- Tick 'End occupancy'
- Insert the leaving date
- Reason for leaving = Resignation
- Save.

## OPTION 2 - EMPLOYEE RESIGNING FROM ALL POSTS WITHIN NLC

Select Option B - Select this employee to make a full leaver from the council

- Enter the resignation date
- Select 'Resignation' from the 'Reason for leaving drop down.
- Save

### IF THE EMPLOYEE IS ENTITLED TO ANNUAL LEAVE

Once you have approved the request, you will then be able to view the employees remaining AL entitlement within Section 3.

Once the leave has been discussed, please ensure the 3 boxes within bottom of the screen (Option A or B) are completed. This will ensure the employee receives an accurate final wage.

**Please note, if an employee holds 2 posts within 2 different services, you will only have access to end the post within your service. The employee must submit a resignation for each line manager.**

ICT Checklist - please ensure you action the ICT checklist tick box within Additional Fields (below the annual leave feilds). ICT Checklist must be completed/sent.

Personal Bond Checks - if applicable, please update the tick box appropriately to allow the outstanding monies to be recovered.

**Once the request has been actioned, the employe will receive a confirmation email.**

If you need further support - For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet live - Please email [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)

