|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Forename** |  | | | | | **Staff ID Number** | |  | |  | | | | |  | | |  |  | |  | | |  | | | |  | | |  | |
| **Surname** |  | | | | | **Have you applied in writing to the Pensions Team if you are eligible for a pension contribution refund? \*\*(See Pension Pg.2)** | | | | | | | | | | | | | | | | | | | | **Yes** | | | | | |  |
| **No** | | | | | |  |
| **Job Title** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Department** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please tick “Yes” if Research funds are associated with this employee** | | | | | **Yes** | |  | | | | | | **End Date: (Please note the end date should be inclusive of all annual leave)** | | | | | | | | | | | | | | | | | | | |
| **Cost Centre** |  | | | | | | | | | | | | ***d*** | | | | ***d*** | | ***m*** | | | | ***m*** | | ***y*** | | | | | ***y*** | | |
| **Reason for Leaving** (please tick) | **End of Contract** | |  | | | **End date:** | | | | | | |  | | | |  | |  | | | |  | |  | | | | |  | | |
| **Resignation** | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Annual leave days outstanding:** **Should you have outstanding accrued annual leave, please liaise with your Line Manager to confirm the details.  Following the approval by your Line Manager, payment for accrued leave will be notified to the HR Department and included in your final payment from the University.** | | | | | | | | | | | | | | | | | | | | **No. of Days** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HR USE ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK HOLIDAY PAYMENT DATE(S) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address 1** | |  | | | | | | | | | **To access your personal information, please go to** [**www.revenue.ie**](http://www.revenue.ie)**, sign into m**yAccount **to manage your tax for the current year (This replaces the P45 process)** | | | | | | | | | | | | | | | | | | | | | |
| **Address 2** | |  | | | | | | | | |
| **County** | |  | | | | | | | | |
| **Country** | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HR USE ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PLEASE TICK: CONFIRMING ADDRESS ABOVE ON EMPLOYEE RECORD | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Authorisation:**  **Do you hold a Work Permit or Hosting Agreement?** | | | | | | | | | | | | **Yes** | | | | | | |  | | | **No** | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Declaration: At the date and time of my signature below I declare that all the information supplied is accurate and correct. I will advise Human Resources of any changes to this information by completing the correct form. Please read Pensions & IT Access details on page 2.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Signature | | | | | |  | | | | | | | | | | ***d*** | | | ***d*** | | ***m*** | | | ***m*** | | | | | ***y*** | | ***y*** | |
|  | | |  | |  | | |  | | | | |  | |  | |
| Head of Dept. /Line Manager Signature | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | |

|  |
| --- |
| Pension Detail |
| \*\* What happens to my pension benefits if I leave DCU?If you are taking up immediate employment within the Public/Civil Service then it may be possible to transfer your service provided your new employer participates in the Public Service Transfer NetworkIf you have more than two years pensionable service and are not taking up immediate employment within the Public/Civil Service your benefits will be preserved until you reach normal retirement age. You should apply, in writing to the DCU Pensions Team, upon reaching normal retirement age to draw down preserved benefits.If you have less than two years pensionable service and are not taking up immediate employment within the Public/Civil Service you can apply to the DCU Pensions Team, in writing, for a refund of your pension contributions |
| ASC12 Form – Additional Superannuation Contribution FormIf Additional Superannuation Contributions were deducted from your salary while working in DCU, please read carefully the [ASC12 form](https://www.publicservicepensions.gov.ie/en/form/asc-12-form-application-for-refund/).If applicable, please complete and sign the form and email [Pensions@dcu.ie](mailto:Pensions@dcu.ie) ASAP. |
|  |
| **Termination of DCU Account / IT Access** |
| * Please note access to your DCU account and associated services will cease to be available at the end of the last day of employment and will be deleted. This includes all data associated with the account (email, contents of Google Drive, saved places on Google Maps, contacts etc). * In advance of the last day of employment, employees must submit any outstanding claims including [Part Time Claims](https://www.dcu.ie/finance/payroll-part-time-hourly-claims) and Expense Claims on the Core Portal on/before their leaving date. * Employees and Line Managers should complete all the relevant steps as outlined in the [Employee and Line Manager Checklists](https://www.dcu.ie/hr/moving-university) well in advance of the last day of employment. Further details are covered in the roles & responsibilities section of the [Leaving Procedure](https://www.dcu.ie/hr/moving-university). * Employees and Line Managers should review [ISS Leaver FAQ’s](https://www.dcu.ie/iss/leaver-faq) which outlines the steps to be taken in advance of the leaving date from an ISS perspective. * Core Portal access will be retained for a period of 4 weeks from the last day of employment to view the final payslip. * Please return your ID card and any other University property that is in your possession to your line manager on or before your last day of work |
| **Manager on a Research Account/PI Owner** |
| **If you are a project manager on any research account (P or S sub Account) please contact Research Accounts ASAP** |

**Appendix 2**

**Process – How to calculate an Annual Leave balance when an employee is leaving the University.**

Employees accrue annual leave throughout the year. This annual leave entitlement is based on an employee’s grade entitlement.

For example: Professional 5 has 29 days annual leave they accrue that leave at the rate of 29 days /12 months = 2.4167 days per month.

To find out how many days an employee should be paid, if they are leaving the University, the Manager will need to calculate how many days they have accrued from 1st January (start of annual leave year).

* + For example, if an employee is leaving on 31st August, they have worked 8 months and have accrued (29/12)\*8=19.33 days. This is round up to 19.5 days.
  + Then subtract whatever annual leave the employee has taken up to that date and the remainder is the number of days they should be paid in their final salary.

An employee’s current annual leave balance can be viewed via the Workforce Management Dashboard in the Core Portal. Further instructions regarding annual leave balances are located in the Core Time Approver Manual (<https://www.dcu.ie/hr/hr-systems-info-training>).

The accrual rate is defined by either weeks or days. To calculate the accrual rate, divide the leave entitlement by either 52.2 or 365.25 respectively and use the total number of weeks or days since the 1st January to calculate the exact amount of annual leave that the employee has accrued.