

[**Leaving the University**](https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/leaving-the-university/)

**The leaver form which is required to be submitted is available**[**here**](https://forms.office.com/Pages/ResponsePage.aspx?id=B8tSwU5hu0qBivA1z6kadzBLA3lzNsZDpBJ3THo3h-NUQlRBSThKQ041R1RMT1BCNE5MTk1RTU5LVy4u)**.   We recommend using Google Chrome to open forms.**

**People Services should be instructed as soon as possible, with your planned end date and information about any outstanding annual leave balance details.  If someone is leaving mid-month People Services need to be informed before the**[**payroll deadline**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50280)**for that month to prevent an overpayment.**

**As well as informing People Services of a leaver, managers are responsible for the completion of a**[**mandatory leaver checklist**](https://forms.office.com/Pages/ResponsePage.aspx?id=B8tSwU5hu0qBivA1z6kadzBLA3lzNsZDpBJ3THo3h-NUMTVDSjlBMVlRMEk5NllMUUVZODRZRlhUUi4u)**that can be completed online.  Managers may find the**[**How to manage a resignation**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36770)**guide useful.**