Employee Self Service

Entering Exit Interview

(Not included in the Payroll Interface)

Version control

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<td>1 October 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<td>Approval of SOP group</td>
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<td>16 December 2016</td>
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Standard Operating Procedure

1. Entering Exit Interview information

Navigate to NHSS Employee Self Service

(Variations NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)

1. Click Exit Interview
2. Click in the Add field
3. Enter relevant information in appropriate fields Start and End dates must be completed
4. Click Apply
5. Click Next
6. Click Submit

NB: Once submitted, a notification goes to HR