Leaving Your Role

USING THE APP TO NOTIFY YOUR MANAGER AND UHB

Introduction

UHB's People Directorate and IT Digital Services have developed the **Leaving Your Role** app, an easier, more streamlined way to notify The Trust, your line manager, and HR of your intention to change your role, move to Bank hours, or leave UHB entirely. This guide will give you a quick overview of using the app.

Getting Started

Accessing the Leaving Your Role app

Finding the App

You can get to the *Leaving Your Role* app by clicking this link. You can also find the link on the UHB HR SharePoint site.

Device Compatibility

While the app can be used on a mobile device, for the best experience we recommend using a desktop PC.

Logging In

The app requires you to be logged in using your Trust credential, the same credentials you use to log in to your Trust emails.
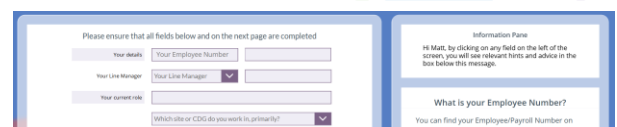
First Time Setup

The first time you use the app, you may be prompted to allow certain permissions such as connections, or access to files. Click **Refresh Connection** (if requested) then **Allow** to accept these and proceed to the app.
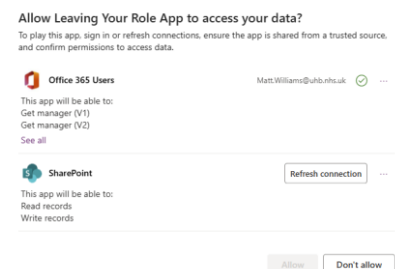
Using the App

Screen Layout

Once in the app, you will see two panes on screen – the *Form Pane* on the left, and the *Info Pane* on the right.

Filling In the Form

Mandatory and Conditional Questions

A response is required for all questions in the form. The responses you give may bring up further follow-up questions to clarify certain responses. These follow-up questions become mandatory when visible.
As you click in each field in the form, the *Info Pane* changes to provide more details on what information is required for that particular field, along with any other helpful information.

Completion

If you have missed any questions, the Next and Submit buttons will be unavailable. You can easily spot missed items – unfilled or non-valid items are purple with a thick border, while valid, filled items are green with no border.   When all fields are filled in you will be able to submit the form.

Please send details of any issues accessing or using the form to organisationaldevelopment@uhb.nhs.uk