



## My Details: Leaving Details

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff

This contains details of your Activity and Location after leaving the employment of the University of Nottingham.

- These fields should be completed **prior** to you leaving the employment of the University of Nottingham.
- Unfortunately, these fields do not directly link to your Human Resources record. Therefore, after submitting your data, these fields will revert to being blank.
- If you are unsure as to whether you have completed this, you can always re-submit your data just to make sure.
- The data you submit will be uploaded to your Human Resources record but unfortunately, a system constraint means you will not be able to view it via MyView.

### How Do I Submit a Change to this Data?

1. Select your Activity After Leaving by clicking on the down arrow at the end of the field:

What is your activity after leaving  

2. Select your Location After Leaving by clicking on the down arrow at the end of the field:

What is your location after leaving  

3. Check that the details you have entered are correct.
4. Click 'Submit' (bottom, right) to submit your change to Human Resources: