

GCIL Payroll - PA Leaving Form

Employers Details

Name:
Address:
Telephone Number:
Email address:

Personal Assistant's Details

Name:
Address
Telephone Number:
National Insurance Number:

Leaving Details

Leaving Date:
Final Salary hours due:
Number of holiday hours outstanding:
Any deductions due:
Reason for deductions:

Employer's signature:

Date:

For official use only

SSP IT

Student Loan

Sick Line

P45

Breakdown of final payment:

Letter from payroll confirming leaving date attached

Actioned by:

Date

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