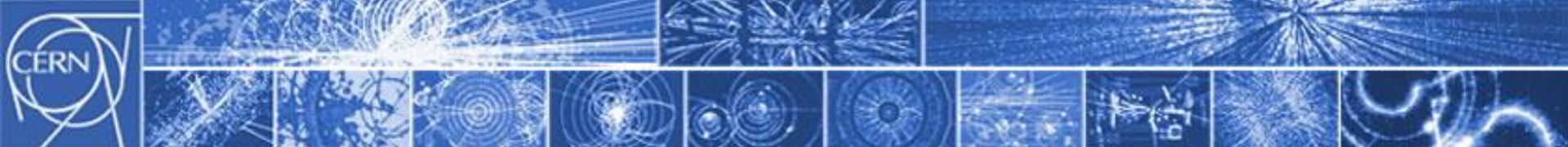


CERN

European Organization for Nuclear Research
Organisation Européenne pour la Recherche Nucléaire

DEPARTURE FORMALITIES





DEPARTURE FORMALITIES

1. Information communicated to Staff Members

Brochure from Social Services: “When you leave CERN”

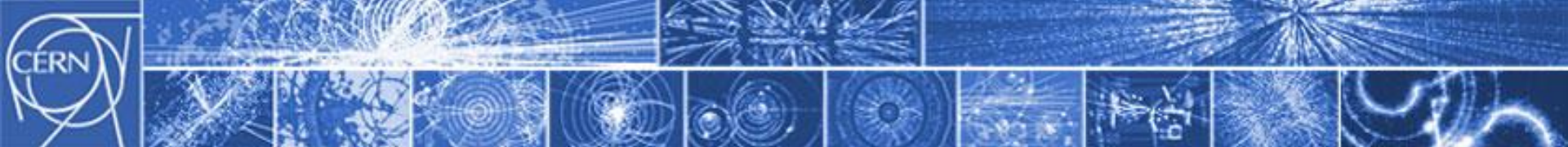
2. Departure formalities

Departure letter circulated in EDH

3. Access to IT accounts

4. Documentation and Services to contact





Information communicated to Staff Members

When you leave CERN – Brochure
<http://hr-dep.web.cern.ch/social/social-affairs-service>

Reference documents

- [Welcome Brochure](#)
- [Brochure on Cost of Living in CERN's Local Area](#)
- [Brochure on Finding Accommodation](#)
- [Registered Partnerships for Partners of Staff Members & Fellows](#)
- [Registered Partnerships for MPAs](#)
- [Language courses in the area](#)
- [When you leave CERN - Brochure](#)

PERSONAL MATTERS

Links with CERN

Pensioners

Cars (if you live in CH / FR)

Termination of leases (in CH / in FR)

Public utilities (in CH / in FR)

Insurance policies

Bank accounts (in CH / in FR)

Taxes

Social security in CH - in France – in other EU member states

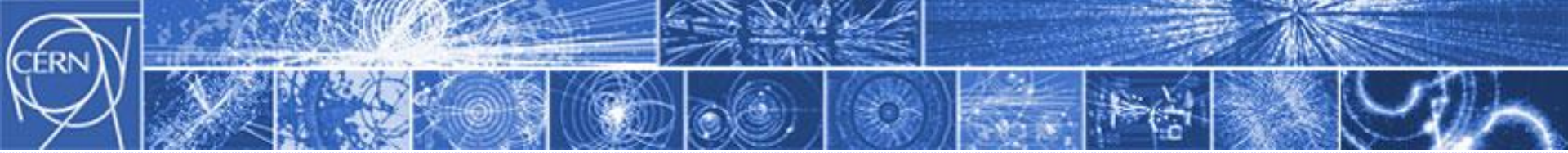
Country of residence in CH - in France – in other EU member states

Subscriptions – using CERN's computing facilities

Access to CERN – CERN ESO Pensioners

Association

Miscellaneous – Useful Addresses



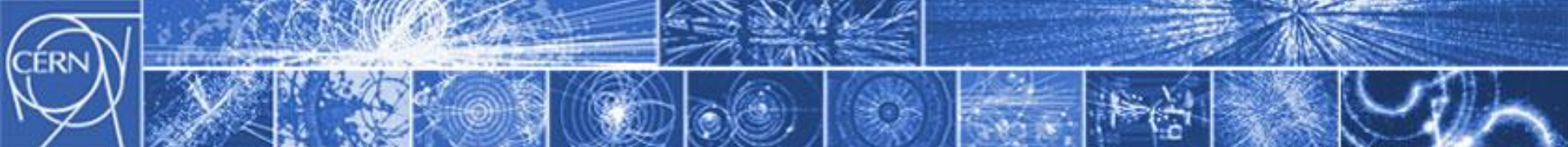
Personalised Departure Formalities / EDH (1)

Applicable procedures for Staff Members for which the end of contract has been confirmed by HR

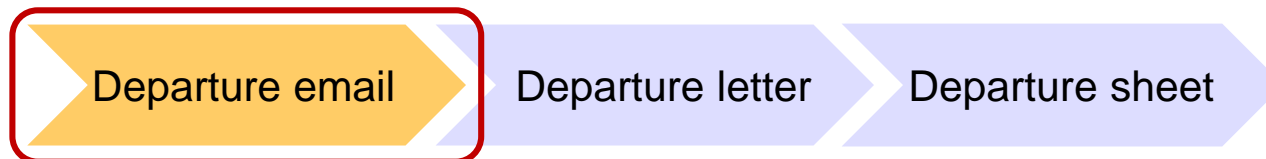
Departure formalities communicated by email

Sending date for this email =

- at least 3 months before the end of the contract
- earlier if the Staff Member has a lot of leave (before the last day of work)



Personalised Departure Formalities / EDH (2)



Departure formalities email

Sent : 09.05.2015

From : Records Office

To:

Subject : Departure formalities

Dear Madam,

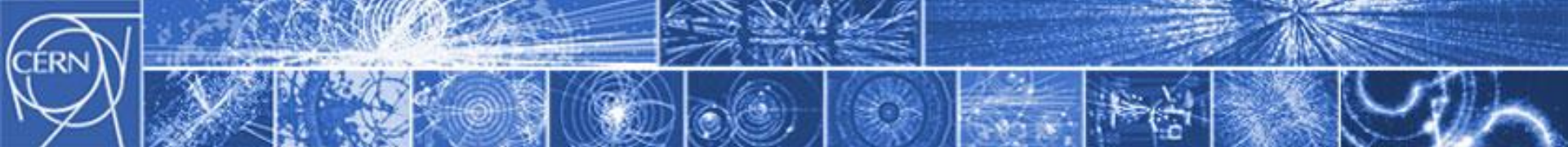
Your contract finishes on 31-07-2015. Please read very carefully the personal information provided in the following document, accessible via the link:

<https://edh.cern.ch/Document/CheckSheet/?gFcernID=52466&cedd=31-07-2015>.

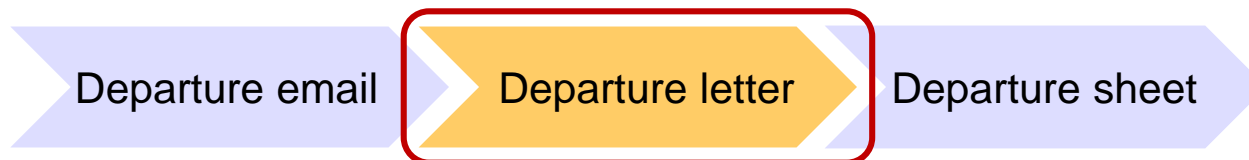
Please note that these formalities are mandatory.

This document provides a link to the termination sheet in EDH; please follow the instructions carefully.

NB: It is important that these departure formalities be carried out BEFORE you leave the Organization. Should you be unable to access these formalities for whatever reason (e.g. a technical problem, invalid AIS login or password, forgotten password...), please send, as soon as possible, an e-mail explaining the problem encountered to ais.support@cern.ch.



Personalised Departure Formalities / EDH (3)



Departure letter (format pdf) generated automatically by **EDH**.

This letter indicates personalised information concerning the departure formalities:

brochure 'when you leave CERN', travel, removals, reinstallation, custom formalities, employment attestation, etc.

Personalized departure formalities

Mailing address: CERN, HR

Department

CH-1211 Geneva 23

Telephone: +41 22 7673700 Electronic mail:

records.office@cern.ch WWW (Internet): www.cern.ch

05.08.2015

Dear Madam,

Your appointment will come to an end on 31.10.2015 and we would like to invite you to follow the instructions outlined in the [termination sheet available in EDH](#).

Please note that this termination sheet has been produced using data from the CERN database and displays only **departure instructions that are relevant to you**.

Once these formalities have been completed, authorization will be given for final pay action.

Please find below useful information, displayed **according to your personal situation**, in order to facilitate your departure formalities.

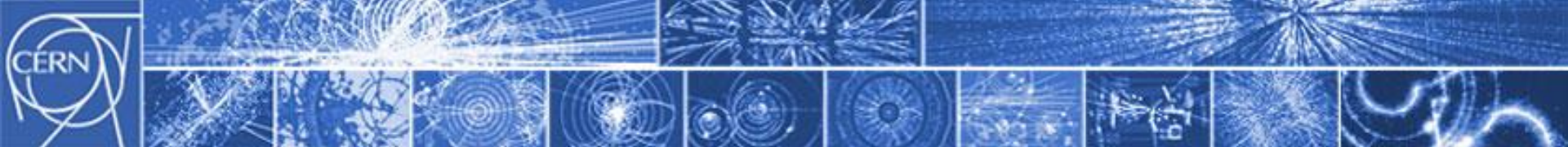
Wishing you every success for the future.

Yours faithfully,

Head, Human Resources Department

Brochure from Social Service

The brochure 'When you leave CERN' <http://cds.cern.ch/record/1995621/files/WYLC.pdf> will give you information on practical matters arising on [termination of appointment](#).



CERN Unemployment Insurance

Should you fulfill the provisions set out in Administrative Circular 4, you may benefit from CERN unemployment insurance.

Please contact Unemployment Service for an appointment in order to be informed about formalities needed to benefit from unemployment insurance.

Tel: 63332 - **Email:** HR-Unemployment@cern.ch

Further information is available in the Admin e-guide: <https://admin-eguide.web.cern.ch/en/procedure/cem-unemployment-insurance-scheme>

Travel expenses

Should you fulfill the provisions set out in Administrative Circular 30, you may benefit from payment of travel expenses, for you and your family members, if applicable.

Please contact your Departmental Secretariat to obtain further information.

Removal expenses

Should you fulfill the provisions set out in Administrative Circular 30, you may benefit from payment of removal.

Please contact the Installation Service as soon as possible to be informed about formalities needed to benefit from payment of removal.

Removal companies must use the **CERN estimate form**: <http://gs-dep.web.cern.ch/sites/gs-dep.web.cern.ch/files/documents/InstallationService/formulaire-demenagement.pdf>

Please print it now should you need it.

The form and further information regarding removal formalities is available in the Admin e-guide: <http://admin-eguide.web.cern.ch/en/procedure/payment-removal-expenses>

Tel: 73683 ou 74407 - **Email:** Installation.Service@cern.ch

CERN Health Insurance Scheme (CHIS)

Should you wish to temporarily extend your health insurance coverage or have further claims after your departure, please go to the Uniqa Office (mornings only)

Tel: 72730 - **Email:** Uniqa.Assurances@cern.ch

Where: Office [63/R-001](#)

Business hours: 9:00 am - noon

Customs formalities - vehicles

Should you own one or more vehicle(s) registered on Swiss plates, please read carefully the information available at: http://gs-dep.web.cern.ch/en/content/end_contract_CH to be aware of the formalities to be carried out with the competent authorities. For any question, please contact the Installation Service.

Tel: 74407 or 73312 - **Email:** Installation.Service@cern.ch

Staff Association / CERN-ESO Pensioners' Association

Please contact the Staff Association, which can help you with your departure formalities. When you retire, refer to the website <http://gac-epa.org> to inform yourself on the activities of the CERN-ESO Pensioners' Association. There is also an online membership application form on the site (<http://gac-epa.org/Organization/MembershipForm/MembershipForm-en.php>). Alternatively, you can obtain an information package at the Staff Association.

Tel: 72819 - **Email:** Staff.Association@cern.ch resp gac-epa@gac-epa.org

Where: Office [64/R-010](#)

Employment or association attestations

You may obtain a certificate of employment or association, in French or in English, for your current or past contractual period. These attestations are available on a self-service basis via [HRT](#), in the main menu under "Employment attestations". [Please select the access PER in the "Access selection"]

Taxes - internal taxation

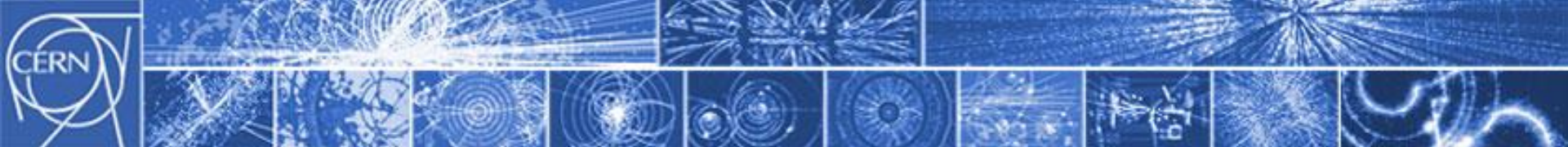
The procedure on taxes, available in the Admin e-guide: <http://admin-eguide.web.cern.ch/en/procedure/annual-internal-taxation-certificate> will allow you to register your private e-mail address and to access your annual internal taxation certificate at a later date.

Bank account

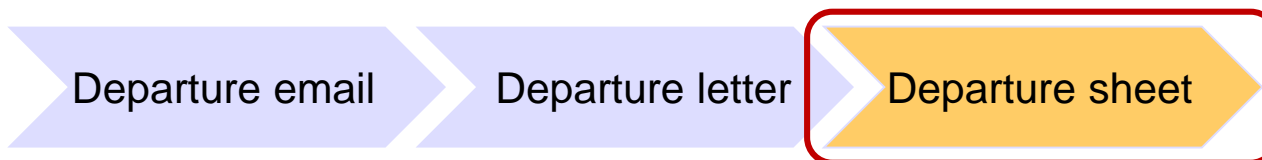
Please contact your bank in order to make the necessary arrangements regarding your bank account (if left open, charges may be debited monthly).

Library

In order to complement the CERN library's collection, you are invited to leave any scientific publication (books, reports, periodicals, etc.) that you do not wish to take with you.



Personalised Departure Formalities / EDH (4)



Departure check list (EDH) generated automatically by EDH.

This lists the formalities to complete according to the information contained in various CERN databases:

Library, electronics pool, dosimeter, Swiss and French cards, green plates, radioactive sources, keys, access card, car stickers, etc.

Fiche de départ pour

Personne concernée

Nom: * [] CERN ID: []
 Statut: STAF Date de fin de contrat: 29.02.2012
 Date de dernier jour de travail: 30.04.2010

Veuillez cliquer ici pour imprimer cette Fiche de départ
 Veuillez cliquer ici pour ouvrir la lettre de formalités de départ personnalisées

Adresse privée

Avant de quitter le CERN, veuillez indiquer votre adresse personnelle que le CERN pourra utiliser pour toute correspondance future. Vous pourrez mettre à jour cette adresse jusqu'au dernier jour de votre contrat.

A la fin de contrat, je pourrai être contacté(e):

A mon adresse locale actuelle: A ma nouvelle adresse privée:

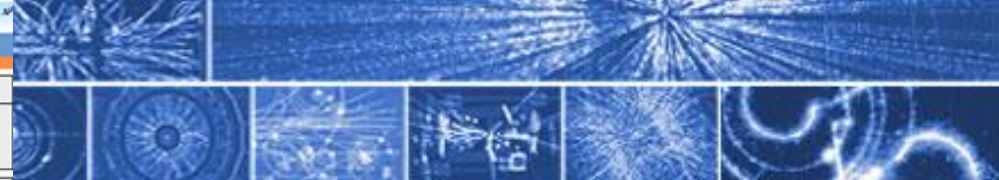
Adresse Ligne 1: [] e.g. Appartement 348
 Adresse Ligne 2: [] e.g. Lotissement Le Clos Des
 N°, Rue: * 5, Avenue N°, Rue: * [] e.g. 21, Chemin De
 Code postal: * 01210 Code postal: * [] e.g. 01600
 Localité (Ville): * FERNEY-VOLTAIRE Localité (Ville): * []
 Pays: * FR Pays: * []

Adresse e-mail personnelle: []
 Téléphone: [] (0033 France, 0041 Suisse) e.g. 0033 - 04 12345678 - 0033
 Adresse e-mail personnelle: []

Services	Délai	Commentaires	Date	Signature									
Secrétariat de département Informations concernant votre départ	dès réception de ce circuit de départ	Situation des congés ok	22.11.2010	Oui									
Caisse de pensions Veuillez contacter le Service des Prestations de la Caisse de pensions pour connaître les informations relatives à votre pension. Tel: 72738 or 79194 or 78798 - Email: pensions-benefits@cern.ch Lieu: Bureaux 5/5-017 ou 5/5-023 ou 5/5-021 Horaires: Mardi, Mercredi et Jeudi : 10.00-12.00am et 3.00-5.00pm	8 semaines avant le dernier jour de travail		23.11.2010	Oui									
Examen Médical Lors de la cessation effective de votre travail, vous devez obligatoirement et dans votre intérêt, bénéficier d'un examen médical effectué par un médecin désigné par l'Organisation (Règlement du personnel - Art. R II 4.18). Veuillez prendre rendez-vous au Service médical par téléphone ou par Email. Tel: 73188 - Email: medical.service@cern.ch Lieu: Bureau 57/1-008	4 semaines avant le dernier jour de travail		30.11.2010	Oui									
Service Serrurerie Restitution de(s) clé(s) suivante(s): <table border="1"> <thead> <tr> <th>Plan</th> <th>Clé</th> <th>Nombre</th> <th>Bureau</th> </tr> </thead> <tbody> <tr> <td>1331</td> <td>SC59</td> <td>091</td> <td>4 1 0</td> </tr> </tbody> </table> Tel: 76658 - Email: locks.keys@cern.ch Lieu: Bureau 570/R-005 Horaires: 8h30 - 12h30 et 13h30 - 16h30	Plan	Clé	Nombre	Bureau	1331	SC59	091	4 1 0	jusqu'au dernier jour de travail		16.12.2010	Oui	
Plan	Clé	Nombre	Bureau										
1331	SC59	091	4 1 0										
Secrétariat de groupe Veuillez restituer les instruments, outils, ordinateurs, téléphones portables, vêtements de travail, si applicable	jusqu'au dernier jour de contrat		16.12.2010	Oui									
Bureau des cartes - Cartes suisses et françaises Veuillez rendre vos cartes suisse et française au Service des cartes avant votre départ. <table border="1"> <thead> <tr> <th>Type</th> <th>Série</th> <th>Nombre</th> </tr> </thead> <tbody> <tr> <td>Carte suisse</td> <td>D</td> <td>0468</td> </tr> <tr> <td>Carte française</td> <td>FI</td> <td>M-953</td> </tr> </tbody> </table> Tel: 79494 or 72967 - Email: cards.service@cern.ch Lieu: Bureau 33/1-009 Horaires: Ouvert le matin seulement	Type	Série	Nombre	Carte suisse	D	0468	Carte française	FI	M-953	jusqu'au dernier jour de contrat			Non
Type	Série	Nombre											
Carte suisse	D	0468											
Carte française	FI	M-953											
Service Enregistrement - carte d'accès CERN Veuillez restituer votre carte d'accès CERN Tel: 76903 - Email: access.registration@cern.ch Lieu: Bureau 55/R-001 Horaires: 7h30 - 17h30	jusqu'au dernier jour de contrat			Non									
Comptabilité du personnel Informations concernant votre traitement final, vérification de vos éventuelles communications téléphoniques privées et informations concernant les impôts. Tel: 72736 or 73904 - Email: Bureau.Salaires@cern.ch Lieu: Bureau 4/3-015	jusqu'au dernier jour de contrat			Non									

Document Status

22.11.2010 14:02	Fiche de départ a été créée
22.11.2010 17:03	Les formalités du service Secrétariat de département ont été approuvées par
23.11.2010 14:09	Les formalités du service Caisse de pensions ont été approuvées par
30.11.2010 09:54	Les formalités du service Examen Médical ont été approuvées par
16.12.2010 11:51	Les formalités du service Secrétariat de groupe ont été approuvées par

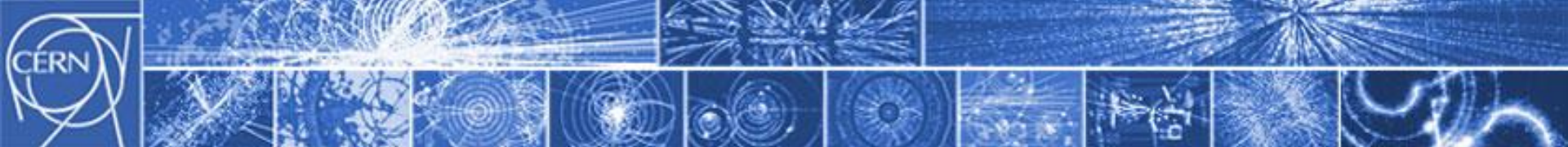


Departure formalities / EDH (5)

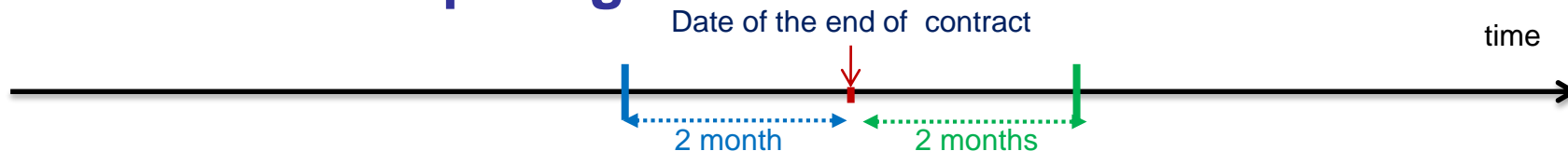
- Enter private address in EDH, if a change is foreseen.
- Follow the steps indicted (starting with: departmental secretariat (DAO), pension fund, medical service)
- The services visited sign the EDH document.
- In any order, respecting the comments in the column "delay" to respect.
- As the last step the Staff Member presents himself to the personnel accounts office



Before the end of the contract



Access to computing accounts



Notification by email

Two months before the last day of contract, the Staff Member and his Supervisor receive a notification by email (list of accounts and e-groups). Transfer of responsibilities.

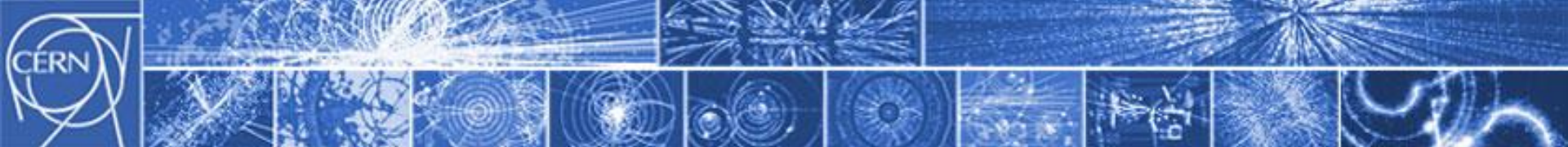
Computer accounts accessible until 2 months after the end of contract

In the case of vacation at the end of the contract, to access amongst others the salary sheet:

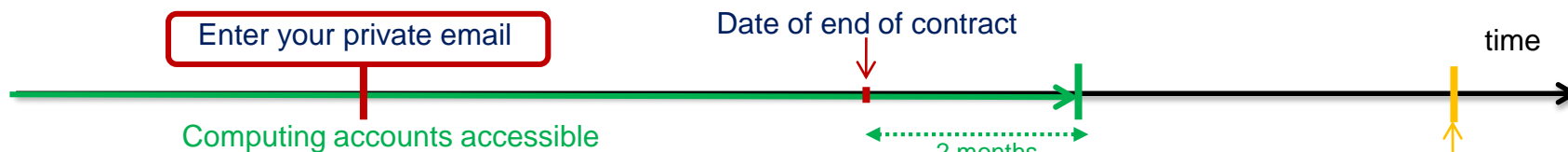
- either via a monthly email
- or from hrt.cern.ch, main menu, “e-documents”, Pay Info

2 months after the end of contract: account are automatically deactivated

6 months after the end of contract (grace period): the accounts are automatically deleted




Access to computing accounts



How to obtain the annual internal taxation attestation after the closure of computing accounts ?

1. Before the date of the end of contract, enter your private email in the account management portal: <https://www.cern.ch/account> page 'Manage My Accounts'.

 [Provide or update an external email address.](#)

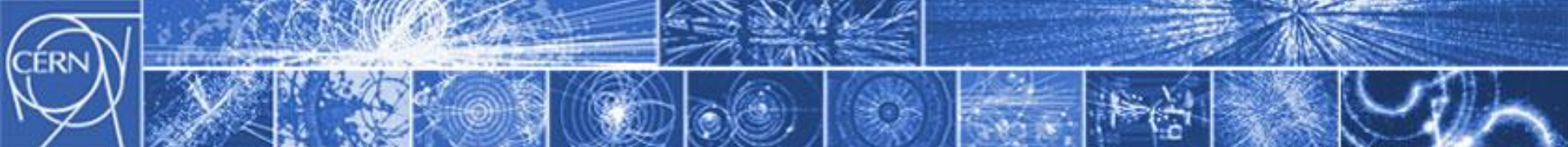
Provide an external (non-CERN) alternate email address that can be used to contact you if needed for security reasons.

2. Two months after the end of contract, an external account is automatically created

- email sent to your private email address to validate your external account
- follow the instructions to register your password

3. When the annual internal taxation attestation is generated (month of March)

- email sent to your private email address to allow you to access the attestation: enter your password



HR Department

Français English

- About HR
- Your Career
- More on Your Programme
- Benefits
- Arrive at or Leave CERN
- Reference Documents

Social Affairs Service

The Social Affairs Service is a drop-in service open to members of the CERN personnel (all categories) and beneficiaries of the CERN Pension Fund, and members of their families. It offers advice and support in various areas (professional and private). **The Service guarantees confidentiality.**

The **Social Affairs Service team** handles requests concerning many different topics, including: language learning facilities, the procedure for employing domestic staff or au pair, the education system in Switzerland, possibilities for spouses of members of personnel, the health care systems in Switzerland and France, handicap, divorce or separation, retirement, death and bereavement, and debts.

This service offers:

- Information on integration and stay in the Host States.
- Counselling regarding concerns and problems of a personal, family, professional, administrative or financial nature.
- Assistance in dealing with relevant authorities or services.
- Support in facing new situations.

For more information on the Service's activities, please check its [leaflet](#).

Related online information:

- [Integration with children](#)
- [Education systems in the area](#)
- [Health related matters](#)
- [Social protection](#)
- [Dealing with alcohol-related problems](#)
- [Mutual Aid Fund](#)

Reference documents

- [Welcome Brochure](#)
- [Brochure on Cost of Living in CERN's Local Area](#)
- [Brochure on Finding Accommodation](#)
- [Registered Partnerships for Partners of Staff Members & Fellows](#)
- [Registered Partnerships for MPAs](#)
- [Language courses in the area](#)

- Staff Rules & Regulations
- Administrative Circulars
- Operational Circulars
- Procedures in the Admin e-Guide
- Code of Conduct
- Integrity at CERN
- Salary Scale
- Policies
- Official Bodies
- CERN Annual Personnel Statistics
- HR annual legal reports

Social Affairs

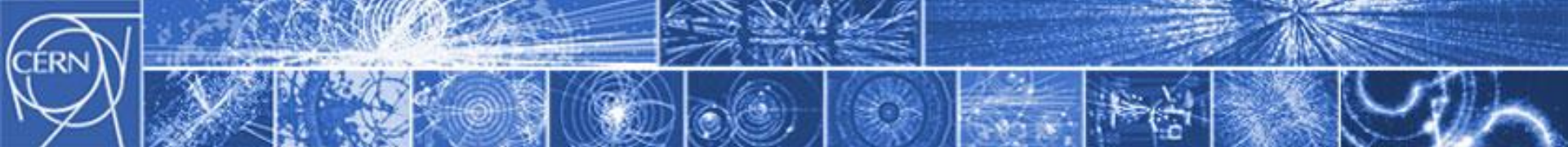
- Overview
- Childcare - the Choice
- Childcare - Overview
- Childcare - Details
- Jardin de Capucine/Saint Genis/FR
- Day-care centre Champs-Fr chets/Meyrin/CH
- Childminding
- FAQ: Private Employees in CH
- FAQ: Child minders in FR
- Parent & Child Groups
- Children with special needs
- Education - Overview
- Education - Details
- Health
- Dealing with alcohol-related problems
- Social Protection
- Cover against the economic consequences of disability
- Useful Sites
- Contact

Search this site Search

HR bulletin articles

- [New arrivals](#)
- [New arrivals](#)
- [Imp ts en France : Communication concernant l'attestation annuelle d'imposition interne 2014 et la d claration de revenus 2014](#)
- [Taxation in France: Memorandum concerning the annual internal taxation certificate and the declaration of income for 2014](#)
- [D claration d'imp t :   l'attention des membres du](#)

feedback



Admin e-guide

[Français](#) | [English](#)

Search this site

Search

The CERN Admin e-guide is a guide to the Organization's administrative procedures, which has been drawn up for the benefit of the various administrative services as well as all members of the personnel and other categories of persons having access to the site or installations of the Organization. It contains concise information on the procedures in force and exists in both English and French.

Welcome to the public site of the Admin e-guide!

Without authentication, you may view the public procedures displayed on the right hand side, only. Some links in these procedures point to pages with restricted access; this information - as well as the internal procedures - is therefore not visible.

Please sign in to access all information available in the Admin e-guide.

[Sign in to your CERN account](#)

Public procedures

Access

[Access to CERN for participants in club activities](#)

[CERN access card](#)

[Visitors cards: Access to CERN for visitors and conference participants](#)

Vehicles

[Green plates](#)

[Vehicle stickers](#)

Arrival and Departure

[Departure formalities](#)

[Formalities on taking up appointment](#)

Stay in Host States

[French cards](#)

[Green plates](#)

[Swiss cards](#)

[Visas for entry and stays in the Host States](#)

[Work permits for family members](#)

Payment of Travel Expenses and Removal

[Payment of removal expenses](#)

[Payment of travel expenses on taking up appointment](#)

[Payment of travel expenses on termination of contract](#)

Taxation

[Annual internal taxation certificate](#)

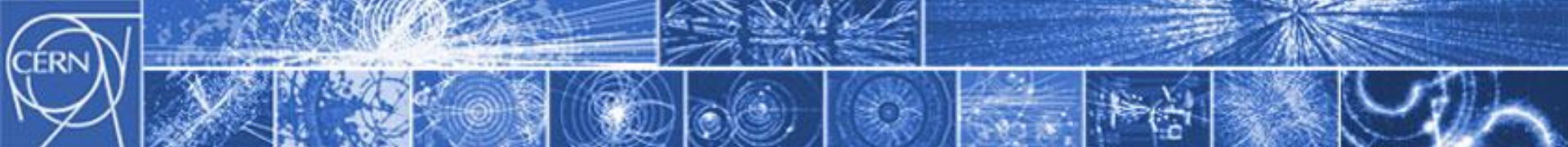
[Income tax declaration in France](#)

[Income tax declaration in Switzerland](#)

[Income tax declaration outside France or Switzerland](#)

[Income Taxation: Overview](#)

feedback



Services to contact: advise and assistance



General Questions	Departmental secretariat (DAO)
Brochure “When you leave CERN”	Social Services Email : social.affairs@cern.ch
Communication of departure formalities	Records Office Email : records.office@cern.ch
Computing accounts	IT Support Email : service-desk@cern.ch