

## **Reporting a member who is no longer employed at the university**

- 1.** Log in to branch e-Services: <https://branch.ucu.org.uk/>
- 2.** Select 'List Branch Members' from the left hand menu list
- 3.** Enter the membership number and press 'search' to call up the member you wish to exclude from the ballot
- 4.** Select 'Edit' on right hand side
- 5.** For retired or unemployed members select 'Retired' or 'Unemployed' from the 'Transfer member to' item at the second to bottom of the list
- 6.** Select 'Save'
- 7.** For members who have otherwise left the university (moved to a different institution etc.) please click on the link at the bottom of the list where it says 'click here' to notify UCU membership team.