

Leaver Checklist

This checklist is designed as an easy reference to assist Managers and Departmental Administrators in ensuring that all the relevant steps are taken before an individual leaves the University. The third column shows whether capturing this information is always necessary, should be considered, or is dependent on the circumstance.

Employee Name: _____ Personnel No: _____

Leaving Date: _____

Area/question for checking	Guidance	When required	✓
Resignation Tendered			
1. Has the leaver's resignation letter been received and passed to the relevant person for follow-up?		Always	
2. Have you considered conducting an exit interview with the leaver?		Consider	
Pre-departure			
3. Has the leaver's outstanding holiday entitlement been calculated?	Any outstanding holiday payments and where this should be costed to should be notified to Payroll. QRG: EA1_End Appointment (s)	Always	
4. Is Payroll aware of any change of address for the final payslip, P45 etc?	Any change of address for contact after the individual has left the University must be made via 'Address Maintenance' QRG: EA1_End Appointment (s)	Always	
5. Does the individual have multiple posts, is leaving one of them, but not transferring to another department within the University?	QRG: EA1_End Appointment (s)	Always	
6. If the individual has a work permit or a Tier 2 or Tier 5 visa and they are leaving earlier than expected - have you notified the Work Permits Desk?		As applicable	
7. Does the leaver have any outstanding loans from the University? E.g. external training courses, season ticket loan	Repayment methods for these should be discussed and agreed with the relevant department.	Consider	

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8. Are there any additional instructions for payroll?	Add any further payroll instructions/notes to the User Data Appt: <i>Leaver additional details</i> . QRG: EA1_End Appointment (s)	Consider	
9. If the individual is a Self-Service manager and is leaving one of multiple posts, the department should complete a Service Request to remove their manager access to the original Work Group.	Service Request available from the HRIS Service Catalogue page .	Consider	
Last Day			
10. Has the leaver handed in keys (to any files, drawers, desks, etc), mobile phone, lab coat, etc or other such departmental property?	As per department guidelines.	Always	
11. Has the leaver handed in their University ID Card?	Please ensure the card is destroyed.	Always	
12. Has the relevant IT department been notified to ensure system/IT access is removed?		Always	
13. Has the leaver handed in car parking permit?		Consider	
14. Has the leaver removed their personal possessions?		Consider	

Note: Employees moving from one department to another (including going on secondment) must not be managed through CoreHR as leavers.

Refer to **QRG: PA2e Appoint Transfer - transfer to new department** for guidance.