

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. Columns 3-5 show whether capturing this information is always necessary, should be considered, or is dependent on the circumstance.

<b>When to use this guide</b>	When a current member of staff hands in their resignation.
<b>How to use this guide</b>	This guide acts as a checklist of processes/ checks that must be completed before member of staff leaves their post within the University, and has been split into three sections: <ul style="list-style-type: none"> <li>• Resignation tendered</li> <li>• Pre-departure</li> <li>• Leaver's last day</li> </ul>
<b>Useful links and other supporting materials</b>	<a href="#">End Appointments</a> <a href="#">Add and Manage UDFs</a> <a href="#">University's payroll cycles</a> <a href="#">Make a service request</a>



**Note** \* Rows marked with an asterisk (\*) denote compulsory checks/ processes that must be completed.

Name of individual:

Personnel no:

### Resignation Tendered

Element/step	Guide	Employee	Non-employee	Worker	<input type="checkbox"/>
Leaver's resignation letter received, and passed to the relevant member of staff for follow-up.	N/A	Always	If applicable	If applicable	
Exit interview organised	N/A	If applicable	If applicable	If applicable	

### Pre-departure

Element/step	Guide	Employee	Non-employee	Worker	<input type="checkbox"/>
Calculate leaver's outstanding holiday pay*	<a href="#">End Appointments</a> <a href="#">Add and Manage UDFs</a>	Always	If applicable	If applicable	
Inform payroll of any address changes for final payslip and P45*	<a href="#">End Appointments</a> <a href="#">Add and Manage UDFs</a>	Always	If applicable	If applicable	
Check any outstanding salary requests*	<a href="#">End Appointments</a>	Always	If applicable	If applicable	
Check any outstanding loans from the University*	N/A	If applicable	If applicable	If applicable	
End the appointment within PeopleXD as per guidance*	<a href="#">End Appointments</a> <a href="#">University's payroll cycles</a>	Always	Always	Always	
Remove manager access to work groups within HR Self-Service*	<a href="#">Make a service request</a>	If applicable	If applicable	If applicable	
Leaver has downloaded any necessary payslips and P60s from HR Self-Service	N/A	Always	If applicable	If applicable	

## Leaver's last day

Element/step	Guide	Employee	Non-employee	Worker	☑
Leaver has handed in keys (to any files, drawers, desks, etc), mobile phone, lab coat, etc or other such departmental property*	As per departmental guidelines	If applicable	If applicable	If applicable	
Leaver has handed in their University ID Card*	N/A	Always	If applicable	If applicable	
Relevant IT department has been notified so leaver's access to systems has been removed*	N/A	Always	Always	Always	
Leaver has removed their personal possessions	N/A	If applicable	If applicable	If applicable	