Leavers Checklist

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| --- | --- |
| **Employee Name:**  | Enter text |
| **Employee Number:** | Enter text |
| **Job Title:** | Enter text |
| **Leaving Date:**  | Enter text |

Use the below series of checks to make sure all the right steps have been taken before a member of staff leaves LSE employment.

You should check any access rights to data that are needed are sorted out ideally *before* they go.

Please remember that, as a line manager, it is your responsibility to ensure all LSE resources and data are accounted for.

A copy of this form should be retained for your records.

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| --- | --- | --- | --- | --- |
|  | **Before Leaving** | **Y** | **N** | **If no, Comments** |
| **1.** | Forward resignation letter to HR and completed Leavers Form | [ ]  | [ ]  | Enter text |
| **2.** | Confirm outstanding leave entitlement, and agree how this will be dealt with. | [ ]  | [ ]  | Enter text |
| **3.** | Confirm the status of any outstanding work and regular tasks, including any handover requirements. | [ ]  | [ ]  | Enter text |
| **4.** | Review access to electronic files/folders/emails to ensure that appropriate access can be maintained post leaving date. | [ ]  | [ ]  | Enter text |
| **5.** | Confirm list of operational contacts who need to be notified | [ ]  | [ ]  | Enter text |
| **6.** | Remind employee of the “Exit Interview”. Link will be in the leavers letter | [ ]  | [ ]  | Enter text |
| **7.** | Any resources accessed by non-standard methods (e.g. Finance System, HR system, CMS, ftp site, etc.) or non-standard accounts?If so, what? | [ ]  | [ ]  | Enter text |
| Has access been granted to other users? | [ ]  | [ ]  | Enter text |
| **8.** | Have the leavers’ access rights been de-allocated? Contact IMT Service Desk (it.servicedesk@lse.ac.uk, x5000) | [ ]  | [ ]  | Enter text |
| **9.** | Is access by other users needed to leaver’s: |
| **a.** | Email | [ ]  | [ ]  | Enter text |
| **b.** | H: space | [ ]  | [ ]  | Enter text |
| **c.** | Voicemail | [ ]  | [ ]  | Enter text |
| **d.** | Other shared drives | [ ]  | [ ]  | Enter text |
| **e.** | Physical locationsIf Yes, please complete the form [here](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/RequestAccessFilesEmailv1-3.pdf). | [ ]  | [ ]  | Enter text |
| **10.** | Has consent for access to these resources been granted \*in writing\* by the leaver, or will a *Request for access* form need to be filled in? | [ ]  | [ ]  | Enter text |
|  | **At the point of leaving** | **Y** | **N** | **If no, Comments** |
| **11.** | Staff card returned and forwarded to the Central Badging Office? | [ ]  | [ ]  | Enter text |
| **12.** | All IT Equipment (Laptops, Tablets, Mobiles etc.) returned | [ ]  | [ ]  | Enter text |
| **13.** | Any portable Devices/Media (Phone/charger, Camera, Memory sticks, CDs etc.) returned | [ ]  | [ ]  | Enter text |
| **14.** | ID Badge/Access control (Library/Till/Other) card(s) returned | [ ]  | [ ]  | Enter text |
| **15.** | Purchasing /Bank card(s) returned | [ ]  | [ ]  | Enter text |
| **16.** | Keys (Buildings/Offices/Desks etc.) returned | [ ]  | [ ]  | Enter text |
| **17.** | Car parking Permit returned | [ ]  | [ ]  | Enter text |
| **18.** | Any clothing/uniform/PPE issued by the School returned | [ ]  | [ ]  | Enter text |
| **19.** | Any other Tools/equipment returned | [ ]  | [ ]  | Enter text |
| **20.** | Books/Paperwork returned  | [ ]  | [ ]  | Enter text |
| **21.** | Specific property per itemised list (where available) returned | [ ]  | [ ]  | Enter text |
| **22.** | Other (Please specify) | [ ]  | [ ]  | Enter text |
|  | **After person has left** | **Y** | **N** | **If no, comments** |
| **23.** | Will any shared accounts need passwords changing as a result of user leaving? | [ ]  | [ ]  | Enter text |
| **24.** | Will any passworded files or other confidential information need changing as a result of user leaving? If so, what? | [ ]  | [ ]  | Enter text |
| **25.** | Any additional licenses revoked or reallocated? | [ ]  | [ ]  | Enter text |

**Please note that the IT account for payroll employees will be disabled on their last day of service, and email/ personal H: space data will be automatically deleted after 30 days.**

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| --- | --- |
| **Signed by Employee** |  Insert typed name or electronic signature |
| **Name** | Enter text |
| **Date** |  Select date |

|  |  |
| --- | --- |
| **Signed by Manager** |  Insert typed name or electronic signature |
| **Name** | Enter text |
| **Date** |  Select date |