



# A guide to processing leavers

**Human Resources**

**June 2017**

## **1. Introduction**

1.1 This document defines the process to be followed when an employee leaves the employment of the London School of Economics and Political Science, 'the School.' The primary aim is to ensure that all administrative processes are completed efficiently to enable the employee to leave with a positive experience of the School and that the assets of the School, both physical and intellectual are protected.

1.2 The following sections of this document will detail the responsibilities and tasks to be undertaken together with a checklist (see Leavers Checklist) which must be completed and signed by the line manager and the employee.

## **2. Key Principles**

2.1 To ensure that a consistent and fair approach is adopted by all line managers, regardless of the reason for leaving the School.

2.2 To ensure that the employment end date is communicated to relevant parties and the key responsibilities of those parties are understood

2.3 To safeguard School property (including items purchased from School managed funds), and provide for the return of such property as may have been held by the outgoing member of staff. (Please note the transfer of property to leavers is strongly discouraged)

2.4 To incorporate best practice data and information management in order to protect our intellectual property and meet all of our regulatory and legislative requirements.

2.5 To ensure that any work and responsibilities which had been previously carried out by the employee are managed effectively to minimise the impact on the School.

2.6 It should be noted that where an employee has been dismissed or suspended then certain actions such as removing building access and disabling IT accounts may need to be enacted immediately.

## **3. Employee's Responsibilities**

3.1 To provide adequate notice in accordance with employment Terms and Conditions or Contract.

3.2 To work with their line manager to ensure that any work is completed or handed over in order to minimise disruption to the Department, Division, Institute or Centre (DDCI).

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3.3 To remember that School administered funds must only be used for expenditure necessarily incurred in the course of the School's business. Bookings for travel, accommodation, conferences etc. should not be made where it is known that they will take place after School employment has ended. Any outstanding expense claims should be finalised before leaving.

3.4 To ensure that all School property is returned in a timely manner including all information whether printed or in electronic format.

3.5 To agree with Payroll the arrangements for reimbursing the School for any recoverable amount of training fees, loan balances, final instalments or other amounts where employment has ended prematurely.

3.6 To be aware payments over and above the final salary (e.g. overtime) may be made in the month following the month of leaving.

3.7 Ensure all ID cards, fobs and keys are returned to the line manager.

#### **4. Line Managers Responsibilities**

4.1 To ensure that an Employee Leavers Form and resignation letter confirming all necessary information is completed, signed and sent to the relevant HR Administrator as soon as they receive the resignation. To keep them informed regarding the status of the leaver and if there is reason to believe the employee has left in advance of the agreed leaving date, or has left without agreement.

4.2 To allocate appropriate resources for the handover of all documents/information relating to any ongoing work.

4.3 Where a "term time only" employee is leaving, confirm to HR the actual weeks that will have been worked by the leaving date.

4.4 To complete all the applicable items on the Leavers checklist and deal with any issues which may arise.

4.5 To take receipt of School (or third party) property held by the employee in connection with their employment. (Confirm with your DDCI whether a list of specific property is available to be used in conjunction with the general list at Appendix A)

4.6 To confirm the designated person who will take custody of returned property and will be responsible for the collection/dispatch of this as appropriate

4.7 To arrange for any Data/Files/emails or systems accessed solely by the employee to be either transferred or deleted as is appropriate as IT access will cease at the end of the last day of service.

4.8 To ensure that the employee is removed from local systems specifically related to the role they are leaving

4.9 To notify all internal stakeholders, and advise relevant external contacts of the operational changes.

4.10 Ensure all ID cards, fobs and keys are returned to the Central Badging Office

#### **5. HR Responsibilities**

##### **HR Administration**

5.1 To ensure that all details are confirmed in writing to the employee and line manager along with links to the exit questionnaire

5.2 To send a leaving confirmation letter to the leaver, copying in the line manager and payroll

5.3 To follow the specific steps in the HR Leavers process.

## **6. Payroll**

6.1 To identify to Payroll details of amounts to be recovered from the final salary payment (e.g. training fees, loan.)

6.2 To update staff records in ResourceLink to notify Security and IMT Services of the employee's last working day

6.3 To input leaver information into the HR and Payroll system within 48 hours of receipt of complete information to ensure that Pensions are notified in a timely manner to enable the correct final salary payment to be made

6.4 To calculate any payment due in respect of annual leave not taken

6.5 To collect together all final payment amounts relating to the employee

6.6 To ensure recovery of any amounts due to the School e.g. training costs, loans

6.7 To issue a P45 to the employee and provide a copy to HMRC.

## **7. Information Management Technology Services**

7.1 Ensure that all accounts belonging to the leaver are disabled on the employees last day of service

7.2 To update the asset database with details of disposal/re-purposing of equipment returned by the leaver.

7.3 To process requests to extend a leaver's access to their IT account, where properly authorised by their departmental or divisional administrator.

7.4 Please refer to the Information Security Policies at:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>

Specifically,

- Asset Management
- IT User Account Policy

## **8. Security Services Responsibilities**

8.1 Ensure all access to rooms and buildings ceases on the employees last day of service

8.2 Ensure that if the leaver has left employment with the school but still remains a student that access rights are amended appropriately and keys etc. are returned to the Central Badging Office.