

**Workplace Leavers Checklist**

This is a checklist that includes key tasks to be completed upon a staff member leaving the CCG.

The checklist is in place to aid Employees and Line managers.

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| **EMPLOYEE INFORMATION** | |
| **Name** |  |
| **Team** |  |
| **Position** |  |
| **Leave Date** |  |

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| **REGISTER OF PROPERTY RETURNED BY EMPLOYEE - Tick When Completed** | | **RETURN / INFORM** |
| ID Badge |  | Corporate Affairs Manager |
| Laptop (including charger)  Laptop Bag  IPad (including charger)  Memory Stick  VPN Token  Other Computer and Accessories |  | IT Team  (*log a request with the service desk to collect the items for CCG stocks)* |
| Car Parking Permit |  | Corporate Affairs Manager |
| Keys (to buildings, office, car park, drawers, filing cabinets etc) |  | Line Manager / Relevant Others |
| Mobile Phone (including charger and any passcodes) |  | Finance Manager |
| Smart Card |  | Line Manager via RA Team |

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| **REMOVING OF ACCESS BY MANAGER - Tick When Completed** | | **LED BY / INFORM** |
| Distribution Lists  For Wilberforce Court List via reception |  | Line Manager |
| Shared mailboxes |  | Line Manager via IT |
| Y Drive |  | Line Manager / via IT |
| Mark account as a leaver on IT Portal |  | Line Manager |
| Datix (incidents and risk) |  | Line Manager inform Incidents Team and Corporate Affairs Manager |

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| **HR / FINANCE ELEMENTS - Tick When Completed**  2 | | **LED BY / INFORM** |
| Notification of Leaver on ESR |  | Line Manager |
| Exit interview held and exit questionnaire issued |  | Line Manager |
| Salary Sacrifice to cancel? |  | Employee / Line Manager /  Inform Finance |
| Training Expenses to recover? |  | Employee / Line Manager /  Inform Finance |
| Relocation Expenses to recover? |  | Employee / Line Manager /  Inform Finance |

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| **OTHER ITEMS - Tick When Completed** | | **LED BY / INFORM** |
| Removal from Signing In Book |  | Line Manager / Inform Reception Team |
| Put an out of office on the email account with the appropriate alternative contact details |  | Employee / Line Manager |
| Clearing of desk / drawer contents |  | Employee / Line Manager |
| Organisational Structure Updated |  | Line Manager Inform Corporate Affairs Manager |
| Telephone List Updated |  | Line Manager / Inform Reception Team |
| Removal from any Organisational WhatsApp Group |  | Line Manager |
| Removal from CCG Facebook Page |  | Employee / Line Manager |
| Advise removal from Staff Photo Board |  | Line Manager  Inform Reception Team |

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| **KEY INFORMATION AND LOCATION** | |
| Policies | CCG Website <http://www.hullccg.nhs.uk/corporate-policies> |
| HR Forms | Y:\HULLCCG\Corporate Templates and Forms\Forms and Templates\HR Forms Including Annual Leave and Sickness |
| Corporate Templates and Forms | [Y:\HULLCCG\Corporate Templates and Forms\Forms and Templates](file:///Y:\HULLCCG\Corporate%20Templates%20and%20Forms\Forms%20and%20Templates) |
| IT | Email <https://resolveit.embedhealth.co.uk/EMBED/login.do>  Tel: 0345 140 8000 |

Upon completion a copy of this form should be forwarded to the PA to the Director of Quality and Clinical Governance/Executive Nurse for the employees personnel file.