

**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.

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

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

|  |  |  |
| --- | --- | --- |
| **REMOVING OF ACCESS BY MANAGER - Tick When Completed** | | **LED BY / INFORM** |
| Distribution Lists  For Wilberforce Court Global Staff distribution 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 |

1

|  |  |  |
| --- | --- | --- |
| **HR / FINANCE ELEMENTS - Tick When Completed** | | **LED BY / INFORM** |
| Notification of Leaver on ESR |  | Line Manager |
| Exit interview held via this link: <https://respond2us.at/86-0069-1>  *Guidance document save dhere: \\nyh.org.uk\data\HULLCCG\Corporate Templates and Forms\Templates and Forms\HR Forms Including Annual Leave and Sickness\Leaver Forms* |  | 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 |

|  |  |  |
| --- | --- | --- |
| **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 |
| Car Parking |  | Employee / Line Manager Inform Corporate Affairs Manager |

|  |  |
| --- | --- |
| **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 Address: [n3i.support@nhs.net](mailto:n3i.support@nhs.net)  Tel: 0300 002 0001 |

Upon completion a copy of this form should be forwarded to the PA to the Acting Director of Nursing and Quality for the employee’s personnel file.

3