****

**Employee Exit Checklist Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Leaving Date |  |
| Employee Payroll Ref No.  |  | Employee NI No. |  |

**Part 1 – Return of items issued to employees**:

|  |  |
| --- | --- |
| **Item** | **Returned** |
| Keys (e.g. building, filing cabinet, vehicles, fuel pumps) | 🞎 |
| ID badges | 🞎 |
| Car park passes | 🞎 |
| Purchase Card | 🞎 |
| Petty Cash | 🞎 |
| IT equipment such as laptops, tablet, mobile phone, USB Memory sticks or any other data storage devices.  | 🞎 |
| Disable systems accounts eg email. VPN systems access eg Integra, ResourceLink, CareFirst. and access to shared drives or shared email accounts  | 🞎 |
| Posturite Ergonomic equipment (e.g. chairs, mouse, keyboard stands) these should be kept in situ meantime and a list detailing equipment sent to healthsafetyandwelbeing@highland.gov.uk  | 🞎 |
| Home Worker – printers, stationery, secure cabinets and any other specific equipment issued to enable home working including removal of any dedicated phone lines installed.  | 🞎 |

**Part 2 – Manager’s Actions (to be addressed as soon as possible)**

|  |  |
| --- | --- |
| **Issue** | **Completed** |
| Complete Leaver Form on [My View/My People](https://myview.highland.gov.uk/dashboard/dashboard-ui/index.html#/landing)  | 🞎 |
| For agency/temp/volunteer staff only – please call ICT Services (01463 383810) with the employee end date (you will then be able to complete the [leaver request form on the ICT Portal](https://thc.service-now.com/thc?id=sc_cat_item&sys_id=efed472c37d7b7006a10d0d543990e25&sysparm_category=543e5fd3db18c810017f11494b9619a3)) | 🞎 |
| Budget Holders – if the staff member leaving was a Budget Holder, please ensure that the budget is delegated within Integra.  | 🞎 |
| Managing information – Briefing note on Information Management [Exit procedure guidance](http://www.highland.gov.uk/staffsite/downloads/file/3496/IM_Exit_Procedure) is followed for employees who use computers to ensure correct disposal and storage of information when employee leaves  | 🞎 |
| Lease Car Users - Employee required to make arrangements for repayment no later than one month before leaving employment.  | 🞎 |
| Salary Sacrifice Scheme – Employees who have deductions from salary under the salary sacrifice scheme should contact payroll@highland.gov.uk | 🞎 |
| [Long Service Award](https://www.highland.gov.uk/peopleandperformance/downloads/file/398/long_service_awardpdf)  | 🞎 |
| Managers MyView – If a Manager’s post is to become vacant, contact your Business Support Hub to amend direct reports. This will avoid any issues with Authorising Expense claims or submitting Absence details. | 🞎 |
| P45’s for Leavers will be available in My View for employees that view their payslips online at present, **paper copy P45’s will no longer be issued**. Employees will be able to print or save the P45 file from My View. Employees that receive a hard copy payslip at present will receive a hard copy P45. | 🞎 |

**Part 3 – Make alternative arrangements, where applicable for:**

|  |  |
| --- | --- |
| **Role** | **Completed** |
| Key Holders | 🞎 |
| Responsible Premises Officer (RPO) | 🞎 |
| First Aiders | 🞎 |
| Risk Assessors | 🞎 |
| Fire Marshalls/Wardens | 🞎 |
| Manual handling key worker | 🞎 |
| Health & Safety Co-ordinator (HoS Level) | 🞎 |
| Service reps at H&S forum | 🞎 |
| On-call/emergency call out (e.g. wardens) | 🞎 |
| Violent Incident Co-ordinator/Depute | 🞎 |
| Lone Worker buddy | 🞎 |
| Special health and safety Competencies/ qualifications (e.g. asbestos, authorised user status, HAVS Assessors, forklift driver, chain saws, CDM, food safety, statutory inspections (e.g. physical examinations of hoists, etc.) | 🞎 |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee signature |  | Date |  |
| Line Manager signature |  | Date  |  |

**Manager should retain this form in employee’s file**