

**Appendix A – Exit Checklist to be completed by the staff member and Line Manager and provided by the Line Manager to their HR Partner no later than 3 days after the cessation of employment date**

Item	Action	Responsibility	Tick when Completed
<b>Letter of resignation / retirement/</b>	Staff member to send written notice of resignation / retirement (by email) to their line manager giving at a minimum, the notice specified in your contract of employment.	<b>Staff Member</b>	
<b>Resignation / retirement</b>	<p>Manager to confirm to HR the following:</p> <ol style="list-style-type: none"> <li>1. That the last date of work has been agreed and inform HR of that date</li> <li>2. any outstanding leave due and that Core Time has been updated</li> <li>3. that the staff member's resignation/ retirement letter/email has been submitted to HR</li> </ol> <p>Manager to engage with Technology Services where temporary or active access to IT services is required post-employment</p>	<b>Line Manager</b>	
<b>Forwarding address</b>	Check that their postal address is correct on Core Portal and provide a forwarding personal email address and telephone number.	<b>Staff Member</b>	
<b>Finance</b>	<p>Submit any outstanding expenses claims.</p> <p>Settle all other financial matters (such as money owed to the University) with Finance/Human Resources e.g. Training Funding in accordance with the Training and Development policies. Settle any outstanding payment with Human Resources such as the bike to work and travel pass scheme, etc.</p>	<b>Staff Member</b>	
<b>Payslips</b>	<p>Print Payslips if required</p> <p><a href="https://my.corehr.com/pls/coreportal_tudp/">https://my.corehr.com/pls/coreportal_tudp/</a></p>	<b>Staff Member</b>	
<b>Pension</b>	<p>Staff who are members of the pension scheme should review the information they have been provided with to date, and the information at following link - <a href="#">Human Resources   Pensions</a> to make sure they understand their entitlements and obligations. Staff should also contact the</p>	<b>Staff Member</b>	

	Pensions team for any questions in relation to the process. For retiring staff, up to 3 months' notice of retirement is required.		
<b>Handover</b>	Provide a handover containing information on the following - <ul style="list-style-type: none"> <li>- regular or re-occurring meetings, reports or tasks</li> <li>- key documents, procedural notes or reference material and where to find them</li> <li>- the status of recent and current projects, reports or tasks and details relating to; actions needed, stakeholders, budget (if applicable), critical issues, challenges or priorities</li> <li>- key contacts details (internal and external) data, documents and emails.</li> </ul>	<b>Staff Member</b>	
<b>Handover</b>	Ensure the staff member provides a written handover, containing the information listed above. This should be undertaken at the earliest opportunity.	<b>Line Manager</b>	
<b>Returning University property/assets/documentation</b>	Return the following items to your line manager before the end of the last working day: <ul style="list-style-type: none"> <li>- equipment (e.g. mobile devices, laptops, monitors, docking stations, headphones, chairs, specialist / office equipment) All unreturned devices will be remotely deactivated by Technology Services from the date of cessation of employment unless other arrangements are temporarily in place.</li> <li>- documentation deemed valuable to the University stored on portable media or in paper form</li> <li>- staff card</li> <li>- Office keys</li> <li>- any other property belonging to the University</li> </ul>	<b>Staff Member</b>	
<b>University property/assets/documentation</b>	Make sure the member of staff returns University property, such as the items listed above.	<b>Line Manager</b>	
<b>Reference requests</b>	Should a line manager receive a reference request for the staff member, please direct them to Human Resources. HR will provide a statement of employment.	<b>Line Manager</b>	

<b>Signature:</b>		<b>Staff Member</b>	
<b>Signature:</b>		<b>Line Manager</b>	
<b>Date:</b>			