HR CONNECT

Human Resources for the Northern Ireland Civil Service and the Northern Ireland Office

Employee Leaving Checklist

If Industrial Employee, please tick here: ☐	
Department:	**Branch:**
Employee First Name(s):	
Employee Surname:	
Employee Payroll Number:	
Reason for Leaving:	
Voluntary Resignation: ☐	Voluntary Redundancy: ☐
Voluntary Exit: ☐	Compulsory Redundancy: ☐
Transfer: ☐	Retirement: ☐
Line Manager First Name(s):	
Line Manager Surname:	

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1.0	Actions (HR Connect related)	Employee signature	Date	Checked by
1.1	Complete final performance review report on HR Connect			
1.2	Complete any outstanding staff performance review reports on HR Connect			
1.3	Reassign line management responsibilities on HR Connect			
1.4	Calculate outstanding annual leave entitlement (including flexible working hours), and advise HR Connect			
1.5	Leaver to ensure personal details on HRConnect (including home address) are up-to-date')			

2.0	Actions (Account NI related)	Employee signature	Date	Checked by
2.1	Submit any outstanding travel and subsistence claims			
2.2	Complete Employee Maintenance Form ANI DM100			
2.3	Complete iProcurement/Grants User Maintenance Form ANI DM 120			
2.4	Reassign approver responsibilities by completing iExpenses Hierarchy Maintenance Form DM110			

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3.0	Actions (Records Management related)	Employee signature	Date	Checked by
3.1	File all business related records held in your Departmental email account (including calendar and sub folders) to the appropriate container in HPRM.			
3.2	File all business related records held in any generic email accounts (including calendar and sub folders), that you are responsible for, to the appropriate container in HPRM.			
3.3	Review business related records held in line of business shared drives, and file any HPRM compatible records to the appropriate container.			
3.4	For staff leaving the NICS remove all documents from your personal container in HPRM as this container, and its contents, will be deleted			
3.5	Ensure all records checked out or held in offline records in HPRM are checked in.			
3.6	Ensure all records held in iron keys, memory sticks, local drives, external hard drives, etc. are filed to the appropriate container in HPRM.			
3.7	Ensure access to locked down HPRM containers, shared drives, generic email accounts and password protected databases, folders, spreadsheets and documents, etc. is provided to colleagues/line management.			
3.8	Review the contents of any personal office, desks, pedestals, cabinets, etc; file business related records to HPRM; remove any personal information; securely dispose of records identified for destruction.			
3.9	Notify the Departmental Information Management Branch of the employee's leaving date.			

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4.0	Actions (IT Assist / Departmental IT Unit related)	Employee signature	Date	Checked by
4.1	Complete the steps as required by your Department to inform IT; this may require submitting details to your Departmental IT Unit via a service request.			
4.2	Return all IT equipment (laptop; IPad; iron key; memory stick; external hard drives; monitors; keyboard; mouse; etc. (LM to advise Departmental IT Unit)			
4.3	Return any mobile devices (phone, etc) (LM to advise Departmental IT Unit)			
4.4	Complete End User Access Request on TechNow where appropriate (removal of email account).			

5.0	Actions (Corporate Services/ Business Area related)	Employee signature	Date	Checked by
5.1	Return keys / provide access code/combination for office; desk; pedestal; cabinets; etc. (LM to advise Assistant Departmental Security Officer)			
5.2	Return security pass, access cards, fobs, car park pass, warrant card, etc. (LM to advise Assistant Departmental Security Officer)			
5.3	Return Personal Protective Equipment (LM to check off against PPE asset list)			
5.4	Return any other Department property (eg. vehicle; artwork) (LM to check off against Department asset list)			
5.5	'Knowledge Transfer' (LM to ensure that a process is in place to complete 'knowledge transfer' between the leaver and the new post holder where there is an overlap (using departmental specific guidance and forms, where appropriate). If no overlap, the LM must ensure that sufficient documentation and training is in place to			

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	ensure that new postholder acquires the knowledge to perform the full range of duties)			