**Offboarding Checklist for Line Managers**

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| **Managers Responsibilities** | | **Final Deadline:** | |
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|  | **Task** | | **To be completed by:** |
| **Equipment** | Ensure that all University property, I.e. laptop, ID card, key, etc Is collected from leaver | | Leaving Date |
| **Documentation, Information and Data** | Review business critical paper and electronic documents, information and data files and pass to designated person(s) | | Leaving Date |
| Ensure leaver has downloaded any required payslips/P60s from the Employee Self Service system | | Leaving Date |
| **Systems Access** | Request via Help4you removal of access to user’s account and any additional logins to corporate systems at the end of the working day on the leaving day. Ensure that this stage is completed. | | Before last day of employment |
| **Email** | Ensure leaver has removed all personal details from email account | | Leaving Date |
| If required, ensure leaver has disabled designated access to email accounts | | Leaving Date |
| Ensure leaver has set up leaving notification signature and auto reply | | At earliest opportunity |
| Ensure leaver has set up leaver’s auto-reply | | At earliest opportunity |
| **Personal Data** | Ensure that leaver has removed all personal data from drives | | Leaving Date |
| Ensure that leaver has taken all personal items | | Leaving Date |
| **Access Control** | Receive leaver’s Staff University ID card | | Leaving Date |
| Receive all room keys from leaver | | Leaving Date |
| **Library** | Check with leaver to return any outstanding library loans | | Leaving Date |
| **Personal Records** | Ensure leaver has completed the [Personal Details form](https://www.dundee.ac.uk/guides/change-personal-details-form) with forwarding address, if applicable | | Leaving Date |
| **TASC** | Ensure the leaver informs [TASCgovernance@dundee.ac.uk](mailto:TASCgovernance@dundee.ac.uk) and [tay.tasc.Tayside@nhs.scot](mailto:tay.tasc.Tayside@nhs.scot) of their leaving if they are an investigator involved in clinical trials. | | Before last day of employment |