**Offboarding Checklist for Leavers**

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| **Leavers Responsibilities** | | **Final Deadline:** | |
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|  | **Task** | | **To be completed by:** |
| **Equipment** | Please ensure that you liaise with your line manager to arrange the return of any University property currently in your possession, such as your staff ID card, keys, or other items.  With regard to IT equipment:   * **If you are a member of Academic or Research staff**, please follow the standard return process as outlined by your School or Unit.      * **For all other staff**, any IT equipment issued to you (e.g., laptop, docking station, monitors, headset, etc.) must be returned **prior to your leaving date** to the **Digital and Technology Services (DTS) team** at the **Park Place Computing Centre**, City Campus, Dundee. Equipment can be returned between **10:00 a.m. and 4:00 p.m., Monday to Friday**. We encourage you to return the equipment proactively. If it is not returned, DTS will contact you directly to arrange its return. | | 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 |
| Download/print any payslips/P60s required from the Employee Self Service system.  Please visit this [step-by-step guide](https://dmail.sharepoint.com/sites/transformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ftransformation%2FShared%20Documents%2FTraining%2Dguides%2Dand%2Dresources%2FHR%2Dand%2DPayroll%2FSelf%2DService%20Guides%2FQuick%2DGuide%2DHRP%2D1U%2DViewing%2DPay%2DDocuments%2DV%2E1%2Epdf&parent=%2Fsites%2Ftransformation%2FShared%20Documents%2FTraining%2Dguides%2Dand%2Dresources%2FHR%2Dand%2DPayroll%2FSelf%2DService%20Guides&isSPOFile=1&OR=Teams%2DHL&CT=1667301792806&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjEwMTQwNjMwMCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) to find out how to:   * access Employee Self Service * log in with your university username * set up your secure password * view your payslips and P60s. | | Leaving Date |
| **Systems Access** | All computer system accounts must be appropriately terminated so that access is denied to the leaver. Access to OneUniversity will end on your last day of employment therefore please ensure that all financial transactions are up to date | | Before your last day of employment. |
| **Email** | Remove all personal details from email account | | Leaving Date |
| Forward business-critical emails to designated person (s) | | Leaving Date |
| If required, disable designated access to email account | | Leaving Date |
| Set up leaving notification signature | | At the earliest opportunity |
| Set up leaver’s auto-reply | | At the earliest opportunity |
| **Personal Data** | Ensure that all personal data is removed from drives | | Leaving Date |
| Ensure that all personal items are taken | | Leaving Date |
| **Access Control** | Return Staff University ID card to line manager | | Leaving Date |
| Return all room keys to line manager | | Leaving Date |
| **Library** | Return any outstanding library loans | | Leaving Date |
| **Personal Records** | Ensure [Personal Details](https://www.dundee.ac.uk/guides/change-personal-details-form) record is updated with forwarding address, if applicable | | Leaving Date |
| **TASC** | If you are involved in clinical trials, please notify [TASCgovernance@dundee.ac.uk](mailto:TASCgovernance@dundee.ac.uk) and [tay.tasc.Tayside@nhs.scot](mailto:tay.tasc.Tayside@nhs.scot) of your leaving as it is a regulatory responsibility of investigators to do so. | | Before your last day of employment. |