

Employee Exit Procedure for Departments

There are practical matters to be attended to when staff move roles, move departments or leave the University and this form identifies some of the actions that need to be undertaken to help ensure that University property and information are accounted for.

The individual and their line manager are responsible, as part of the completion of their duties, for ensuring that all relevant actions identified on this form are carried out.

Please complete this form along with the Employee Leaving Form and Leaving Destination Form (HESA)

Employee

Area	Action	Date Completed
Car parking permit (<i>n/a if internal move</i>)	Return permit and swipe card to Central Services	(last day at work)
Departmental keys	Return to line manager	(last day at work)
Staff card (<i>card de-activation automatic</i>)	Return to HR	(last day at work)
Other University equipment	Return to department. Data deleted from portable devices.	

Line Manager

Area	Action	Date Completed
Central ITS – Terminate/Amend (for internal move) GUID user account access to network including “public” folders and group privileges on shared drives. (MIS Applications automatically de-activated)	Log call with Computing Service helpdesk www.gla.ac.uk/it/helpdesk quoting person number, logon ID and end date.*	
Agresso (if applicable)	Email finsup@mis.gla.ac.uk to request revocation/amendment of user privileges.	
T4 Web (if applicable)	Email webteam@gla.ac.uk to request revocation/amendment of user privileges.	
Local IT support (if applicable) Revoke access to local mail server. Re-assign / revoke access privileges, including shared/public folders.	Request action from Local IT support/Postmaster	
Email role based alias (if applicable)	Request re-assignment to agreed new recipient	

*note this is under review and will also be moving to an automatic process for CS ITS

Employee and Line Manager

Area	Action	Date Completed
Weed and close files (digital and paper) <ul style="list-style-type: none"> - Destroy all duplicate and time expired information. - Retain substantive information created about your post or work undertaken. - Destroy any published or reference materials received from external organisations which are not required for ‘record’ purposes See “ Good Practice Guides ” for further advice	Liaise with line manager and the University’s Records and Information Management Service (RIMS) to ensure that all essential information is retained and IPR are identified.	

* www.gla.ac.uk/services/dpfoioffice/guidanceonrecordsandinformationmanagement/

If the post is continuing

Retention of project or post information	Agree with line manager	
Compose handover information/ procedures manual relating to ongoing work	Liaise with line manager	

We confirm that the above steps have been carried out.

Retention: Completed forms are to be retained by line manager and may be destroyed 1 year after the leaving date. All actions should be completed by the employee’s departure date.

Employee Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Line Manager	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Department	<input type="text"/>				