 **Employee Checklist – Termination**

**Employee Name: Employee Number: \_\_\_**

**Date of Termination: Manager: \_\_\_**

|  |  |  |
| --- | --- | --- |
| Termination Checklist | Actioned by/Responsibility | Completed |
| Required forms – to be completed on receipt of resignation. |  |  |
| * Termination Form – original to be sent to HR and copy in employee file (ensure annual leave is calculated and amended as appropriate) | Manager (Admin) | □ |
|  |  |  |
| Actions required before or on final day |  |  |
| Time Machine System (TMS) if applicable - adjustments brought up to date and submitted to Manager | Manager &  Employee | □ |
| Final expenses submission if applicable | Employee | □ |
| Tidy up of workspace, pc, locker, etc | Employee | □ |
| ID badge returned to Admin | Employee | □ |
| Locker key returned to Manager/Admin if applicable | Employee | □ |
| All West Lothian Council property/protective clothing returned to Admin if applicable, including mobile phone, laptop, purchase card, swivel token\*  * Notify the Lone worker device, Authorised Customer Representative (ACR) centre of employee termination * Lone worker device returned to manager * Is employee member of business continuity team? If so, plan to remove leaver details and update with new members details | Employee  Manager  Employee  Manager | □  □  □  □ |
|  |  |  |
| Actions required after employee has left |  |  |
| Use the IT self service portal for items 1-5 via link: <https://it.westlothian.gov.uk/> |  |  |
| Cancel e-mail account | Manager | □ |
| Cancel internet access e.g. Chris21, PECOS, Objective\* | Manager | □ |
| Cancel all access to IT systems | Manager | □ |
| Remove from Staff Directory  1. Ensure lone working device account is closed for the terminated employee with ACR | Manager  Manager | □  □ |
| Letter from Senior Manager to thank for long service – if long serving employee | Manager | □ |
| Cancel entry on Structure Chart/Distribution lists | Admin | □ |
| TMS leave date to be entered - see administrator | Admin | □ |
| **Signatures** Employee: Date: **Manager: Date:** | | |

\*List provided are examples and not exhaustive