|  |  |  |  |
| --- | --- | --- | --- |
| JRMO Staff Checklist | | | |
| Name :  Position:  Leaving date: | | | |
|  |  | | Comment |
| Manger completed termination form  (If staff choose to leave with immediate effect an email should be sent to payroll to prevent any overpayments) | Yes/no | |  |
| Last working day agreed. | Specify: | |  |
| Remind the employee to set up their email signature message for the last days, and who should be contacted instead |  | |  |
| Annual leave reconciled. | Last paid day: | |  |
| Queen Mary Security Notified. | Yes/No | Date |  |
| Update HR with current forwarding address for P45 and final payslip. | Yes / No | |  |
| IT access cancelled | Queen Mary | |  |
| Barts Health | |  |
| JRMO/ReDA/EDGE | |  |
| Leavers Interview conducted/Barts Health online leavers survey | Yes / No | |  |
| Request removal from Queen Mary and Barts Health websites. | Yes / No | |  |
| Locker cleared. | Yes / No | |  |
| Handover given. | Written / Verbal / Both | |  |
| Pertinent Emails saved/Printed (Sponsored MHRA regulated studies) | Yes / No | |  |
| Laptop returned | Yes / No | |  |
| Return any Barts Health/Queen Mary property to IT by the line manager, i.e. laptop and memory sticks | Yes / No | |  |
| Collection of ID badges | Queen Mary | |  |
| Barts Health Identification | |  |
| Barts Health Smart card | |  |
| Email and answerphone out of office put on with who should be contacted instead | Queen Mary | |  |
| Barts Health | |  |

Line manager signature:

Date: