



Leaving UCD

Checklist for Managers with an employee leaving the university

This brief checklist contains a list of the most important considerations for a manager with an employee leaving UCD. This checklist is designed to supplement the more detailed information available on the 'Leaving UCD' webpage. The information below is not exhaustive and Schools or Units are free to add to it as appropriate.

Notification

<input checked="" type="checkbox"/>	The employee has provided notice of their resignation in writing. They are required to submit their letter of resignation to their manager on the day they verbally give notice. Notice will not be deemed to have commenced until such time as it is offered in writing, as per the terms of UCD's Contract of Employment.
<input checked="" type="checkbox"/>	I have confirmed the notice period with the hrhelpdesk@ucd.ie (optional)
<input checked="" type="checkbox"/>	As Head of School/Unit, I have confirmed acceptance of the resignation by completing UCD Human Resources' Resignation Notification Form which includes: <ul style="list-style-type: none">• The employee's last day of work• Details of any outstanding annual leave• Details of any relocation expenses or fee concessions that are to be returned
<input checked="" type="checkbox"/>	I have forwarded the Resignation Notification Form to the hrhelpdesk@ucd.ie , within a week of the resignation being tendered, along with the original employee resignation letter (or a scanned copy).
<input checked="" type="checkbox"/>	I have asked the employee to complete the exit interview survey when they receive it.
<input checked="" type="checkbox"/>	I have reminded the employee to ensure they keep UCD HR - Pensions informed if their contact details change in the future.

Equipment, IT and other issues

<input checked="" type="checkbox"/>	Arrangements have been made with the employee to return the following: <ul style="list-style-type: none">• Mobile phone / Laptop / tablet or other electronic equipment• Access keys / locker keys / desk keys / swipe cards• Files / email list• ID Cards
<input checked="" type="checkbox"/>	The employee has cleaned out their locker / desk

This document summarises or touches upon various UCD policies throughout. In all cases, the UCD policies supersede any information detailed in this summary document.

Confidential Information: key points of note

<input checked="" type="checkbox"/>	I have confirmation that confidential information on any personal computers was destroyed/returned.
<input checked="" type="checkbox"/>	The employee has removed personal information held on personal drives or emails.
<input checked="" type="checkbox"/>	I have reviewed our shared drives/networks/databases and removed access as appropriate.
<input checked="" type="checkbox"/>	I have reminded the employee about their obligations in relation to confidential information.
<input checked="" type="checkbox"/>	I have considered if the employee created any inventions/intellectual property that I need assigned/actioned before departure.

Handover period

<input checked="" type="checkbox"/>	I have arranged a meeting to hand over outstanding work and ensure continuity of service.
<input checked="" type="checkbox"/>	The employee's departure has been communicated to the wider team so it is clear where future queries should be directed.
<input checked="" type="checkbox"/>	I have checked if there are passwords or logins for social media services that need to be noted or changed
<input checked="" type="checkbox"/>	I have ensured that responsibility for approvals within university business systems (like procurement) have been transferred to another colleague.

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