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| 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: