# Employee/Manager Checklist when leaving TCD

This checklist is to support managers and employees in the event of an employee leaving/tenders their resignation from TCD.  It is for local use only.

It is important for both Managers and Employees to ensure all steps are completed in time so that the employees final pay, pension and any other related item are correct for their final salary.

If an employee is leaving TCD:

* If it is a resignation, the **Employee** must submit a ‘letter of resignation’ to their Manager once verbal notice is given. Notice period will commence when the resignation is offered in writing (email notification is accepted).
* The **Line Manager** should complete the [Leaver Form](https://www.tcd.ie/hr/assets/doc/leaver_form.docx) immediately on receipt of the resignation/or confirmation of contract end date. The completed form should be returned (via email) to hr@tcd.ie or to the relevant Team\* in Employee Services section, as soon as possible , along with the employee resignation letter. It is essential that the Leaver form (with written resignation where applicable) is received in HR by the monthly and fortnightly payroll deadlines to prevent overpayment. Payroll dates are available at [Payroll Dates & Deadlines - Human Resources - Trinity College Dublin (tcd.ie)](https://www.tcd.ie/hr/payroll-services/dates-deadlines/).
* The **Line Manager** is responsible for confirming employee’s last day of work, along with annual leave not taken before this date. The accepted notice period and last day of work must comply with TCD’s Contract of Employment.
* Leaver form is not required to be completed if the Employee is moving School / Department within TCD.

| **Manager / Employee Checklist** | **Yes / No** |
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| (If applicable)resignation has been received from the Employee in writing. Notice period as per contract of employment has been honoured. |  |
| Leaver Form has been completed with details on: * last day of work
* details of any outstanding annual leave
* details of any outstanding Travel pass, bike to work, house loans, fee remission etc that are to be paid back
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| Leaver Form has been emailed to hr@tcd.ie or to the relevant Employee Services section with Head of School or Department on copy as applicable. If resignation, employee resignation in writing must also be included. |  |
| Arrangements have been made to return the following: * Mobile phone / Laptop / tablet or other electronic equipment
* Access keys / locker keys / desk keys / swipe cards
* Files / email lists
* Employee ID Card
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| Any confidential information, personal information etc held on drives, emails, databases are removed. Any remote access for Employee is disabled. |  |
| Employee has been reminded to access Core Portal to Print/Save all relevant payroll documents before departure as access to Core Portal will expire on cessation of employment.  |  |
| Handover:* Has a meeting been arranged to handover outstanding work and ensure continuity of service?
* Has your employee's departure been communicated to the wider team and is it clear where future queries should be directed?
* Do you need to update the School / Department contact details or organisation chart?
* Has the employee set an 'out of office' message so that queries are directed to a new colleague?
* Are there instances where the employee is an approver for a University business system (e.g. e Procurement) as this access and responsibility may need to be transferred to another colleague.
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**Contact us:**

For any queries, please contact the HR Service Centre by email at hr@tcd.ie or by telephone on 01 8963333 (or ext:3333).

\* **Employee Services Email Contacts:**

Academics: hracademics@tcd.ie

Professional, Admin, Support, Technical: hrprofessionalsupporttechnical@tcd.ie

Research: hrresearchstaff@tcd.ie

Fortnightly: hrfortnightlystaff@tcd.ie