

Leavers Checklist for Employees

This checklist provides an overview of some of the things that may need to be considered when you give notice to leave WCC.

<input type="checkbox"/>	<p>Print off any payslips or P60s that are needed from Your HR. To ensure that you receive your final payslip and P45, please make sure that you have entered your personal email address under E-form preferences and that your personal details are correct on Your HR.</p> <p>Please refer to How to update your personal details (including marital status) and How to change your e-form preferences (Payslips)</p>
<input type="checkbox"/>	<p>Ensure all your outstanding time and expense claims have been submitted and approved or rejected on Your HR, before the payroll deadline.</p> <p>Please refer to How To... Submit a time & expense claim</p>
<input type="checkbox"/>	<p>Agree with your Manager any annual leave to be taken before leaving date. If any annual leave is to be paid or deducted from your final pay then your manager must enter this on to Your HR.</p>
<input type="checkbox"/>	<p>If you are a people manager, then your manager must reassign your direct reports on Your HR to another manager and if you are registered on Occupational Health Portal advise healthandsafety@warwickshire.gov.uk so that access is to be removed.</p>
<input type="checkbox"/>	<p>In order to minimise the loss of your knowledge and experience talk through the Knowledge Exchange questions and discuss with your Manager.</p> <p>More information about Knowledge Exchange is available here.</p>
<input type="checkbox"/>	<p>Ensure you undertake the appropriate housekeeping requirement for the safe storage and disposal of paper files, records or documents. NB. you must also ensure that no WCC-related data remains stored on your device - it must be stored on corporate systems.</p>
<input type="checkbox"/>	<p>Complete the online Exit Interview Questionnaire - you will be sent an automated link in Your HR.</p> <p>Exit interview information can be found on the here</p>
<input type="checkbox"/>	<p>Complete the Employee Exit Form to enable WCC to provide references.</p>
<input type="checkbox"/>	<p>Liaise with your manager for the return of all company equipment – laptop, surface pro, mobile phone, keys and ID badge/carpark pass and any equipment purchased or borrowed to enable working from home.</p>

	<p>All ICT equipment must be returned to ICT at Shire Hall in Warwick. Your line manager, or you will need to raise a request by contacting ICT Self-Service. ICT will discuss the options and agree the most suitable one for each case. Prior agreement will need to be obtained when returning to ICT</p> <p>Furniture should only be returned when it is safe to do so. You can do this by contacting facilitiesupport@warwickshire.gov.uk. Please note, you will need your line manager approval (as a minimum) before returning any items to a WCC office base.</p>
<input type="checkbox"/>	<p>If applicable ensure your p-card (purchasing card) is returned to Exchequer Services and all receipts/invoices are submitted and retained for audit purposes.</p>