 **Employee Checklist – Termination**

**Employee Name: Employee Number:**

**Date of Termination: Manager:**

|  |  |  |
| --- | --- | --- |
| Termination Checklist | Actioned by/Responsibility | Completed |
| **Required forms – to be completed on receipt of resignation** | | |
| * Termination Form – original to be sent to HR and copy in employee file (ensure annual leave is calculated and amended as appropriate) | Manager (Admin) |  |
| Actions required before or on final day |  |  |
| Time Machine System (TMS) if applicable - adjustments brought up to date and submitted to Manager | Manager &  Employee |  |
| Final expenses submission if applicable | Employee |  |
| Tidy up of workspace, pc, locker, etc | Employee |  |
| ID badge returned to Admin | Employee |  |
| Locker key returned to Manager/Admin if applicable | Employee |  |
| All West Lothian Council property/protective clothing returned to Admin if applicable, including mobile phone, laptop, purchase card, swivel token\* | Employee |  |
| * Plant and equipment have:   + been returned to stores and the Plant Return has been completed or   + been re-assigned to another operative and the Plant Transfer form has been completed and sent to stores | Manager |  |
| * Notify the Lone worker device, Authorised Customer Representative (ACR) centre of employee termination | Manager |  |
| Lone worker device returned to manager | Employee |  |
| Actions required after employee has left |  |  |
| Use the IT self service portal for items 1-5 via link: <https://it.westlothian.gov.uk/> |  |  |
| Cancel e-mail account | Manager |  |
| Cancel internet access e.g. Itrent, PECOS, Objective\* | Manager |  |
| Cancel all access to IT systems | Manager |  |
| Remove from Staff Directory | Manager |  |
| 1. Ensure lone working device account is closed for the terminated employee with ACR | Manager  Manager |  |
| Letter from Senior Manager to thank for long service – if long serving employee | Manager |  |
| Cancel entry on Structure Chart/Distribution lists | Admin |  |
| TMS leave date to be entered - see administrator | Admin |  |
| **Signatures** Employee: Date: **Manager: Date:** | | |

\*List provided are examples and not exhaustive