Leaver process flowchart

Manager aware that an employee is leaving the council

Have they already left or are they leaving this month?

See leaver guide for further information

YES → Phone HR Payroll admin (01225 718041) immediately to stop pay

NO

Phone ICT Service desk (**01225 718718**) – be ready to give the following details:
- Employee name
- Employee email address
- SAP User id number
- Employee's work location
- Leaving date (and account deletion date if different)
- Asset numbers of equipment (where known)

IT service desk will issue a change reference number

Is the employee leaving due to voluntary or compulsory redundancy?

YES →
- Complete redundancy leaver form
- Email other departments (section 5 of form)
- Note IT reference number (section 6 of form)
- Send form to HR business partner

NO

- Complete standard leaver form
- Email other departments (section 5 of form)
- Note IT reference number (section 6 of form)
- Send form to HR Payroll admin

HR Payroll admin checks completed and SAP updated

IT Service desk emails manager a link to access the change request form details via the web portal

Check through change form with employee and contact IT if there are any discrepancies or additions

Is there a broadband line and ICT equipment at the employee's home?

YES → ICT home broadband team contact employee to arrange home visit to pick up equipment and uninstall broadband line

NO

Does the employee have equipment to return?

YES

ICT desktop team contact manager to arrange pick up date and location

Print IT leaver form off, sign off equipment as it is returned. Keep form and equipment ready for collection by ICT

NO

Ensure employee has handed over any files, paperwork etc. (including any passwords for protected files

Notify service users, colleagues and members where appropriate

Ensure appropriate out of office message is applied to email account and contact directory is updated

On employee's last day collect any additional items (ID badge, parking permit, departmental equipment)

Has all equipment been returned?

NO

Refer to leaver guide