

# For Line Managers - Leavers Checklist

Use the below series of checks to make sure all the right steps have been taken before a member of staff leaves LSE employment.

You should check any access rights to data that are needed are sorted out ideally *before* they go.

Please remember that, as line manager, it is your responsibility to ensure all LSE resources and data are accounted for.

Please retain a copy of this form for your own records.

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|  | **Before Leaving** |  |
| **1.** | Any resources accessed by non-standard methods (e.g. Finance System, HR system, CMS, ftp site, etc) or non-standard accounts? |  |
|  | If so, what? |  |
|  | Has access been granted to other users? |  |
|  | Have the leavers’ access rights been de-allocated? |  |
| **2.** | Is access by other users needed to leaver’s: |  |
|  | Email |  |
|  | H: space |  |
|  | Voicemail |  |
|  | Other shared drives |  |
|  | Physical locations |  |
| **3.** | Has consent for access to these resources been granted \*in writing\* by the leaver, or will a *Request for access* form need to be filled in? |  |
|  | **At the point of leaving** |  |
| **1.** | Staff card returned and destroyed? |  |
| **2.** | Salto returned? |  |
| **3.** | Keys returned (lockers, safes, pedestals, room keys, others) |  |
| **4.** | Phone returned? |  |
| **5.** | Any other equipment returned? |  |
|  | If so, what? |  |
|  | **After person has left** |  |
| **1.** | Will any shared accounts need passwords changing as a result of user leaving? |  |
| **2.** | Will any passworded files or other confidential information need changing as a result of user leaving? |  |
|  | If so, what? |  |
| **3.** | Phone data wiped? |  |
| **4.** | Laptop HD wiped? |  |
| **5.** | Workstation re-imaged? |  |
| **6.** | AD Account disabled? |  |
| **7.** | Any other user accounts disabled? |  |
| **8.** | Any additional licenses revoked or reallocated? |  |