

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.

	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 <i>Request for access</i> 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 secret information need changing as a result of user leaving?	
	If so, what?	
3.	Phone data wiped?	
4.	Laptop HD wiped?	
5.	AD Account disabled?	
6.	Any other user accounts disabled?	