

HR Leaver Checklist

Use the following checks to ensure that you take the right steps before a member of staff leaves LSE employment.

The form should be completed and returned to HR by internal mail or scanned to Humanresources@lse.ac.uk

Details of Employee

Name of Employee

Employee Number/LSE ID Number

Home Address

Post Code

Clarify destination category (if known)
(Please put an X next to destination)

Higher Education Provider (please state)	
Another Education Provider	Private sector
Research Institute (Private)	Self-employed
Research Institute (Public)	Registered as a student
NHS	Retired
Voluntary sector	Not in regular employment

Actions

Tick when received back from employee or insert X if not applicable

Confirm outstanding annual leave entitlement to your HR Adviser	
Encourage employee to complete exit interview questionnaire (sent with resignation confirmation)	
Plan Handover	
Initiate recruitment of replacement or of duties	
Remove the individual from all authorised signatory lists	
Update contact details on departmental/project websites, distribution lists etc	
Complete IT Leavers Checklist	

LSE Property

Tick when received back from employee or insert X if not applicable

Name Badge/building or room access cards	
Any purchasing cards	
Keys (desk, cabinets, offices, buildings)	
IT Equipment (e.g. laptop, ipad, mobile)	
University issued uniform/clothing/personal protective equipment	
Other equipment, please specify:	

Completed by:

Name

Signature