



# Leaving UCD

## Checklist for Employees leaving the university

This brief checklist contains a list of the most important considerations for an employee leaving UCD. This checklist is designed to supplement the more detailed information available on the 'Leaving UCD' webpage. The information below is not exhaustive but covers the key issues.

### Notification (Information for Managers and Employees)

<input checked="" type="checkbox"/>	The employee has provided notice of their resignation in writing. They are required to submit their letter of resignation to their manager on the day they verbally give notice. Notice will not be deemed to have commenced until such time as it is offered in writing, as per the terms of UCD's Contract of Employment.
<input checked="" type="checkbox"/>	I have confirmed the notice period with the <a href="mailto:hrhelpdesk@ucd.ie">hrhelpdesk@ucd.ie</a> (optional)
<input checked="" type="checkbox"/>	As Head of School/Unit, I have confirmed acceptance of the resignation by completing UCD Human Resources' <a href="#">Resignation Notification Form</a> which includes: <ul style="list-style-type: none"><li>• The employee's last day of work</li><li>• Details of any outstanding annual leave</li><li>• Details of any relocation expenses or fee concessions that are to be returned</li></ul>
<input checked="" type="checkbox"/>	I have forwarded the Resignation Notification Form to the <a href="mailto:hrhelpdesk@ucd.ie">hrhelpdesk@ucd.ie</a> within a week of the resignation being tendered, along with the original employee resignation letter (or a scanned copy).
<input checked="" type="checkbox"/>	I have asked the employee to complete the exit interview survey when they receive it.
<input checked="" type="checkbox"/>	I have reminded the employee to ensure they keep <a href="#">UCD HR - Pensions</a> informed if their contact details change in the future.

### Equipment, IT and other issues

<input checked="" type="checkbox"/>	I have made arrangements with my School or Unit to return the following: <ul style="list-style-type: none"><li>• Mobile phone / Laptop / tablet or other electronic equipment</li><li>• Access keys / locker keys / desk keys / swipe cards</li><li>• Files / email list</li><li>• ID Cards</li></ul>
<input checked="" type="checkbox"/>	I have cleaned out my locker / desk

This document summarises or touches upon various UCD policies throughout. In all cases, the UCD policies supersede any information detailed in this summary document.

### Confidential Information: key points of note

<input checked="" type="checkbox"/>	I have confirmed that confidential information on any personal computers was destroyed/returned.
<input checked="" type="checkbox"/>	I have removed personal information held on drives or email systems in work.
<input checked="" type="checkbox"/>	I have transferred ownership of drives/networks/databases as appropriate.
<input checked="" type="checkbox"/>	I understand my obligations in relation to confidential information and personal data held by UCD.

### Handover period

<input checked="" type="checkbox"/>	I have arranged to hand over outstanding work to ensure continuity of service.
<input checked="" type="checkbox"/>	I've let key stakeholders know that I am leaving and indicated where future queries should be directed.
<input checked="" type="checkbox"/>	I have checked if there are passwords or logins for social media services that need to be passed over to a colleague.
<input checked="" type="checkbox"/>	Should I need to let people know how to reach me in the future, I will set up, or organise to be set up, an auto-reply message for my UCD email account, which will direct them to my new email address.

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