

LINE MANAGERS' GUIDE

LEAVERS CHECKLIST

Item	Action required
IT access	Will anyone need access to their emails or personal drives on their departure? (arrange with IT if required). Please complete the form on the link below to authorise the leaver process, and detail equipment we expect to be returned, as well as the access required to the Employee's inbox. Stonegate - Leaver Form - Stonegate (service-now.com)
Personal Belongings	Do they need to collect any personal belongings from the office if they have been working from home? (Line Managers to arrange with Employee).
Benefits and Payroll Documents	Please refer to the benefits information sheet.
Holiday	Any outstanding holiday will be paid in their final pay, or deducted if they have taken more than their allowance.
Non-IT items	Checklist of non-IT items to be returned to the line manager (These can be handed in at Reception if necessary) . <ul style="list-style-type: none">- ID Cards and PSC door access pass- Keys to Office Drawers
Car	Hannah Bednall will arrange any car returns with the employees.
IT	All IT equipment (phone, laptop, iPad etc and all chargers) must be returned promptly following the leave date. Ideally, this should be returned directly to the IT department at Solihull on their final day. If this is not possible, it can be passed to a Stonegate colleague who is in agreement to bring this back to the office on their behalf, or packaged appropriately and sent securely by Royal Mail first class recorded delivery. Please see the benefits information sheet for how to process an expenses claim for the postage cost. Please note, if your equipment has not been returned, final payments may be delayed.
Expenses	Please encourage colleagues to submit any outstanding expense claims within 10 days of their leave date. Please ensure they make a note of their Selima log in details, and in the event that they have expenses to claim after they have returned their IT equipment, the expenses portal can be accessed from a personal device - Access
Documents	If any colleague has work documents at home, they need to be shredded or if required brought back to the office.
Email	Please agree an out of office message for leaving colleagues' emails to be switched on, on their last working day.
Qualifications	If any colleague is already in the process of undertaking a qualification through the Company and would like to continue, please contact the Apprenticeship Manager in the HR L&D Team who will be able to confirm if this is possible.

Should you have any questions, please raise a ticket on the Stonegate Support [people](#) portal