

LEAVERS/TRANSFERS CHECKLIST – ALL SERVICES

Employee Name:		Location:	
Leaving Date:		Checklist Undertaken by:	

1. Prior to Leaving Date

Network/LAN/email Accounts to be Disabled if leaving council or updated if Transferring to new Service/Team. Inc. access to service specific drives (contact service/team IT Authorised Signatory to request removal via the IT Service Portal (if app.)	
Access to Relevant IT systems to be removed and Council Equipment returned	Refer to point 2. IT/ Council Equipment List
Etarmis Access to be removed or updated and flexi card to be returned	
Door entry fob to be returned (if app.)	
Remove from team/office <u>Contact No's List</u> (if app.)	
ID Badge to be returned (new ID Badge will be requested if transferring to new post/service/team)	
Resignation Letter and Notification of Change Form to be sent to relevant HR Operations Team in the Employee Service Centre: <ul style="list-style-type: none"> - HR Operations 1: All Services (except Education & Families) - HR Operations 2: Education & Families only 	
Remove from Authorised Signatory list (if applicable) – contact information is available here	

2. IT Systems / Council Equipment List

IT Account Access Description	Check Box if User Account to be Disabled	Date Service Systems Administrator Notified	Comments (if app.)
Shared Drives	<input type="checkbox"/>		
Hidden on GAL	<input type="checkbox"/>		
HSMS	<input type="checkbox"/>		
HSMS (also known as Keyfax)	<input type="checkbox"/>		
Goss (ICM Account)	<input type="checkbox"/>		
Assyst	<input type="checkbox"/>		
APN access for remote working	<input type="checkbox"/>		

Service Business Systems Description	Check Box if to be removed from system	Date Service Systems Administrator Notified	Comments (if app.)
ACR Cash Receipting	<input type="checkbox"/>		
AIM	<input type="checkbox"/>		
Apollo	<input type="checkbox"/>		
Ash	<input type="checkbox"/>		
Authorised Signatory List	<input type="checkbox"/>		
BACS card/software	<input type="checkbox"/>		

BILD	<input type="checkbox"/>		
Blue Badge Systems	<input type="checkbox"/>		
Business Objects	<input type="checkbox"/>		
Capital Escape	<input type="checkbox"/>		
CIS	<input type="checkbox"/>		
Civica App (also known as flare)	<input type="checkbox"/>		
Civica Benefits	<input type="checkbox"/>		
Cold Poll Tax	<input type="checkbox"/>		
Comino (W2)	<input type="checkbox"/>		
Confirm	<input type="checkbox"/>		
Connect Contributor	<input type="checkbox"/>		
DRS (also known as Opti Time/XMBrace)	<input type="checkbox"/>		
e-financials	<input type="checkbox"/>		
Figtree	<input type="checkbox"/>		
Figweb	<input type="checkbox"/>		
Home Insurance	<input type="checkbox"/>		
Hyve	<input type="checkbox"/>		
Iris Ticket System	<input type="checkbox"/>		
iTrent	<input type="checkbox"/>		
Lagan	<input type="checkbox"/>		
Login to Learn	<input type="checkbox"/>		
Multiview	<input type="checkbox"/>		
Municipal Bank	<input type="checkbox"/>		
Netcall	<input type="checkbox"/>		
Open Revenues	<input type="checkbox"/>		
Open Vision	<input type="checkbox"/>		
Paye.net	<input type="checkbox"/>		
Pecos – Requisitioner/Authoriser	<input type="checkbox"/>		
Perform NL	<input type="checkbox"/>		
Public Contract Scotland	<input type="checkbox"/>		
Qmatic	<input type="checkbox"/>		
RMS	<input type="checkbox"/>		
Seemis	<input type="checkbox"/>		
SMS	<input type="checkbox"/>		
Talentlink	<input type="checkbox"/>		
Tiger	<input type="checkbox"/>		
Ultra Edit	<input type="checkbox"/>		

Vacancy Management System	<input type="checkbox"/>		
WDMs	<input type="checkbox"/>		

Council Equipment Description	Check Box if to be Returned	Date Returned	Comments (if app.)
Mobile Phone / Handheld Device	<input type="checkbox"/>		
Laptop / Tablet	<input type="checkbox"/>		
Secure Dial-in Token (Fob) RSA	<input type="checkbox"/>		
Memory Stick / Mobile Storage Media	<input type="checkbox"/>		
Council Credit Card	<input type="checkbox"/>		
Council documentation or software	<input type="checkbox"/>		
Keys	<input type="checkbox"/>		
NLC – Pool Car	<input type="checkbox"/>		
Safe Combination	<input type="checkbox"/>		
Uniform	<input type="checkbox"/>		
Any home working or council equipment not already covered	<input type="checkbox"/>		

Manager Name:			
Manager Signature:		Date:	

The Employee Service Centre, People Helpdesk is your first point of contact for any HR and Payroll enquiries.
 Call us on 01698 403151 or email us on ESC-HelpdeskTeam@northlan.gov.uk