# Checklist for leavers

As you will shortly be leaving the University of York please use the list below to check all the pre-leaving actions which you need to complete.

## IT account

Because your email and IT account will terminate the day after your leaving date you need to plan how to manage important electronic information:

|  |  |
| --- | --- |
|  | Review any personal, research team and departmental data and documents. |
|  | Make sure that data which should be shared will be accessible to others, including transfer of ownership of google drive files and folders where appropriate |
|  | If you have personal data stored on University systems make sure that it is duplicated privately by you. The University cannot recover data once your IT account is terminated. |

## Other checks

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|  | Return all items borrowed from the library. Any not returned will be subject to a £35 fee per item. |
|  | Pay all outstanding library charges in full. |
|  | Return any University property (mobile phone, laptop, tablet, telephone headset etc.) Note this includes any items purchased via a research or other grant or from funds held by the University. |
|  | Close down any Rewards extra benefits you take |
|  | Hand in your parking pass (it will expire the day after your leaving date) |
|  | Hand in your staff pass to your line manager |
|  | Return any desk or door keys |

Please contact your line manager in the first instance if you have any queries about leaving the University.