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| Checklist for leaving employee |

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| **1.Information About employee** | |
| **Name of employee** | **G. M. NAGARAJU Emp ID: UI-0866** |
| **Last business day (date)** | **02/05/2022** |
| **Place of work** | **Bangalore/Client Location** |
| **Responsible Line Manager** | **SRISHAIL NATIKAR** |
| **Reason for leaving** | **Better Prospectus** |
| **Planned leaving date** | **02/05/2022** |

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| **2.Measures to be prepared (is to do after the employee notification to leave)** | | | | | |
| **Measure** | **Responsible (Name)** | | **information received/information’s** | | |
| **Inform HRO about departure** |  | | **(HRO)** | | |
| **Inform Line Manager about last working day agreed with HRO** |  | | **(Line Manager)** | | |
| **Inform IT about departure** |  | | **(IT)** | | |
| **Inform QMR about departure** |  | | **(QMR/Quality)** | | |
| **Inform L & D about departure** |  | | **L & D** | | |
| **3.Others:** | | | | | |
| **Measure** | | **Responsible**  **(unit, name)** | | **is to be done**  **(date)** | **Done**  **(date, signature)** |
| **Hand out office, cabinet or cupboard keys** | | **Admin** | |  |  |
| **Hand out company badge and customer badge** | | **Admin** | |  |  |
| **If applicable hand out company car (including keys, insurance)** | | **Admin** | |  |  |
| **If applicable hand out company mobile phone/Business cards** | | **Admin** | |  |  |
| **Lock user account** | | **IT** | |  |  |
| **Lock Con** | | **IT** | |  |  |
| **Lock external network connection entrance** | | **IT** | |  |  |
| **Confirm that action is taken to revoke access right to any of the customer system / data:**   * **Airbus NG User id** * **PAG User id** * **Embraer User id** * **Any other Customer id(pls mention)** | | **IT** | |  |  |
| **Salary Advances, any other deductions** | | **Finance** | |  |  |
| **Any payments to be made to employee** | | **Finance** | |  |  |
| **Get Work Certificate** | | **(HRO)** | |  |  |
| **Ensure leaving employee check list is completed** | | **(HRO)** | |  |  |

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| **4. Functional: Data from employee (project data)(filled in by line manager)Line Manager must decide, how and which data should be archived, copied, cleared.** | | | | | |
| **what is to be done?** | | | **Decide responsibility** | **is to be done until** | **Done** |
| **Save** | **Sauvegarde change owner** | **Clear** |
|  |  |  |
| **\user\name\_of\_employee** |  |  |  |  |  |
| **Data from the employee-pc** |  |  |  |  |  |
| **Email (private, project-oriented,…)** |  |  |  |  |  |

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| **5.After handling all aspects this document is to be stored in personnel file** | | | | | |
|  | | | | (Employee Signature & Date) | |
| **I understand and agree that compliance with Clause no 8 of “Agreement for assignment of inventions, covenant against disclosure and agreement not to compete”, signed at the time of my joining dated 13.07.2018, also applies for the time after my resignation.** | | | |
| Acknowledgement of withdrawal of this form. This document is to be filled in and will be stored in the personnel file. | | | | (HRO) | |
| (date, signature) | | | |

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| **Abbreviation:** |  |
| HRO: | Human Resources & Office Management |
| IT: | IT & Facility Management |
| MD: | Managing Director |
| BUM: | Business Unit Manager |
| QMR: | Quality Management Responsible |
| L&D: | Learning & Development Responsible |