

Online Leaving System - Assistant, Academic-related and Academic Staff

Yusuf Hamied Department of Chemistry

Online leaving system

Welcome [REDACTED] [Sign out](#)

Leaving form for [REDACTED]

Please complete this online leavers process when you are due/intending to leave to help facilitate a smooth transition. It would be most helpful if you could start this a week or two before you leave, and please ensure that you submit it on or before your last day where possible.

▪ **Section 1: Your leaving date**

1. This is the date recorded in the admin database as being your leaving date (in the HR sense).

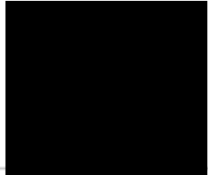
← Automatic fill from the database, can only be edited with an earlier date

You cannot adjust this yourself. If it is incorrect or you wish to negotiate your leaving date, then please contact the admin team.

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▪ Section 2: Forwarding contact details

2. Please enter your postal address for forwarding any notices etc. once you have left.

 ← This will be automatically filled from the database and can be edited

This field is only ever read by a human, so please feel free to include additional instructions such as multiple address with different validity periods.

This question is marked as sensitive and only the HR team will be able see your answer to it.

3. Please enter an email address by which you can be reached once you have left, in case the Department has need to contact you for any reason. Note that if you wish to keep your IT account active for a short while after you leave then Departmental policy requires us to have an email address by which we can contact you.

Forwarding email address

4. When should the Department start to use your forwarding email address: immediately upon you submitting this form (it may take 24 hours for Departmental mailing lists to update), or after your leaving date?

(Please choose an option:)

Please note that if you choose to use your new email address immediately then it may appear on the Department website if you have not hidden your profile - see the I.T. leavers page in the next question for more details.

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▪ Section 3: Prompts and declarations

5. I declare that I have dealt with my computing allocations and mailing list membership via the IT leavers web-app at <https://apps.ch.cam.ac.uk/leavers>.

- Yes
- No
- N/A

6. I confirm that I have retrieved a copy of all data/emails that I am entitled to and wish to keep.

- Yes
- No
- N/A

7. I confirm that I have transferred all files/data to my PI/line manager / shared server / otherwise as necessary.

- Yes
- No
- N/A

8. I confirm that I have returned all books (from the libraries and otherwise) and equipment (laptops, phones, tools, etc) owned by the University/Department.

- Yes
- No
- N/A

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9. I am/was EC funded, or split funded between more than one project.

- Yes
- No
- Not sure
- N/A

10. (This question only applies if you answered Yes or Not sure to the previous question.) I have been in contact with the Grants team grants@ch.cam.ac.uk and have complied / will comply with their requests (e.g. regarding time-sheets/declarations). Please note that your last time-sheet/declaration cannot pre-date your leaving date.

- Yes
- No
- N/A

11. I have completed the [Assistant, Academic-related and Academic staff exit survey](#).

- Yes
- No
- N/A

12. I pledge to return my University card, any keys and (where applicable) car parking badge to reception on my last day.

- Yes
- No
- N/A

Any changes you make to this form should be saved automatically. There are currently no unsaved changes.

No changes to save yet.

When you have completed your form, then you may submit it. Your form may be automatically processed if you neglect to submit it before your leaving date.

← Once submitted an edited version of the form will be emailed to the leaver, their line manager/supervisor and admin/secretarial contact