

Procedure for Staff who are leaving

Resignation

If you wish to resign from your position in the school/institute please write to your Line Manager with a copy to Psychology Admin (Psychology-Admin@glasgow.ac.uk). Please include your agreed end date.

End of Funding

Six months prior to the end of your contract you are eligible to register with the University Redeployment Register.

<https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/moc/redeployment/>

Leaving

Return of School/University Property

All School/University property should be returned on or before your last day of work.

1. Room key, staff card and car parking permit (if applicable): should be returned to the General Admin Team - Room 245
2. Subject money: if you have any outstanding subject money requests please return remaining money and/or receipts to the General Admin Team – Room 245.
3. Computer/IT equipment: arrangements should be discussed with your line manager/PI and Support at the earliest opportunity.

System Access

As standard all University staff will be able to use their GUIDs to access final payslips for a further two months after their leaving date and your email account will automatically remain active for 30 days.

If you require continued access to email and/or local systems, agreement should be reached initially with your line manager. Further to this discussion, your line manager should make a request for External Collaborator or Visiting Researcher status as appropriate via Psychology-Admin@glasgow.ac.uk. **If no continued access is requested then all local and central IT accounts will be closed which will result in all files being removed, along with access permission to Psychology, INP and other University IT systems.**

Office/Desk Space

On your final day, you should ensure that all of your personal belongings have been removed from your room and that your desk is left completely clear and empty.

Please note that it will be assumed that any belongings left in the room after your official leave date, will be for disposal or recycling.