**Employee Checklist**

Below are a list of steps to be completed in advance of leaving the University:-

* Employees who wish to resign must do so in writing, by submitting a letter or email of resignation to their Line Manager. The employee’s written confirmation of their resignation should include their proposed termination date, taking account of their contractual notice period and copying their [HR Representative](https://www.dcu.ie/hr/find-your-hr-support).
* The employee should complete and sign the [Leaver Form](https://www.dcu.ie/sites/default/files/inline-files/leaver_form_updated_07-february-2024.docx) indicating all details are correct.
* The employee is responsible for returning their employee ID card, laptop, keys, all University property and confidential information/files, where applicable, to their Line Manager on or before their last day of work.
* Employees who are members of the DCU Superannuation Scheme, may wish to contact the Pensions team at [pensions@dcu.ie](mailto:pensions@dcu.ie) regarding the options available to them upon departure. Full details regarding the Superannuation Scheme are available [here](https://www.dcu.ie/hr/pensions). Employees with less than 2 year’s pensionable service, who are not taking up pensionable employment elsewhere in the Public Service, may be entitled to a refund of their pension contributions and Additional Superannuation Contributions (ASC). Refunds can be made to a bank of the employees’ choice within the Single Euro Payments Areas (SEPA).
* All employees who required a Hosting Agreement, as part of their employment with DCU, will have their Hosting Agreement cancelled should they leave before the expiry of their contract. The IUA’s online portal is updated, and they are notified regarding the employee’s date of leaving. The IUA will in turn end the Hosting Agreement.
* Please note that all Hosting Agreements, Green Cards and Work Permits are non-transferable and only applicable to a role within DCU. When an employee resigns from DCU the work authorisation cannot be used for another company and must be cancelled.
* Employees who wish to access their personal tax information should log into myAccount on the [Revenue website](https://revenue.ie/en/home.aspx)
* Employees will carry out their normal tasks and responsibilities as outlined in their job description throughout their notice period
* Employees should review and complete the steps outlined in the [ISS Leavers FAQ’s](https://www.dcu.ie/iss/leaver-faq) in advance of their leaving date. Including a discussion with their Line Manager in relation to their data and files.
* Employees leaving DCU will retain access to the Core Portal for a period of 4 weeks after their end date, to view their final payslip. If you require access to previous payslips, these should be downloaded in advance of the leaving date or within the 4 week period. Please contact [payroll@dcu.ie](mailto:payroll@dcu.ie) if you require further assistance.
* In advance of the last day of employment, employees must submit any outstanding claims including Part Time Claims and Expenses Claims on the Core Portal on/before their leaving date. Further details are available on Part Time Claims [here](https://www.dcu.ie/finance/payroll-part-time-hourly-claims).
* Further details regarding Payroll related information is available at [Payroll FAQ's](https://www.dcu.ie/finance/payroll-faqs-and-latest-news)
* Queries related to confirmation of employment and social welfare queries should be addressed to [AskHR@dcu.ie](mailto:AskHR@dcu.ie). Any queries in relation to pension should be emailed to [pensions@dcu.ie](mailto:pensions@dcu.ie)