##

## **Checklist for DCU Human Resources and Staff**

Once an employee has decided to transition and wishes to seek support from the University, the Human Resources Director or Equality Officer should be contacted and the following discussed:

### **Timescale & Planning:**

|  |  |
| --- | --- |
| What is the timescale for the transition? |  |
| What work/activities may have to be suspended / any accommodations required? |  |
| Who will need to be informed initially and who will make this contact? |  |

### **Employee Records: Which records will need to be updated?**

|  |  |
| --- | --- |
| Employee Name on CORE HR |  |
| Staff ID Card |  |
| Email Address (triggered by HR) |  |
| Other |  |
| Other |  |
|  |  |
|  |  |
|  |  |

### **Supports during Transition:**

|  |  |
| --- | --- |
| What support will be needed during the transition phase? |  |
| Who will be involved in this support? |  |
| Who is the ‘named’ person that will support the employee? |  |
| What important dates need to be noted? |  |

### **Training:**

|  |  |
| --- | --- |
| Does the employee wish to inform their colleagues/students themselves, or would they prefer this to be done for them? |  |
| Who needs to be informed? |  |
| Is training required for staff / students? |  |
| Who will arrange this training? |  |
| Does the employee wish to be involved in the training session? |  |