

# Counter Fraud Guidance

## Managing Leavers



### What is it?

This relates to the process and procedures a Manager must follow when an employee leaves the organisation either through resignation, retirement, redundancy, dismissal or end of contract.

### Case Example

An HSC employee tendered their resignation to management. The Line Manager however, did not complete and submit a 'Leavers Form' in respect of the employee as required.

The employee continued to be paid their salary after leaving the organisation, which continued for an unreasonable period of time resulting in the employee receiving a substantial overpayment.



By failing to disclose the overpayment the employee could possibly face criminal charges in respect of fraudulent activity, albeit the original mistake was that of the Line Manager not following relevant policies and procedures.

### How to prevent this type of fraud

Organisations should ensure that Managers fully understand their role, responsibilities and the actions required when an employee leaves the organisation. Managers should:

- Ensure all dates, including annual leave, notice dates etc. are agreed with the staff member.
- Ensure all appropriate HR/Payroll forms are completed and submitted in a timely manner.
- Ensure the staff member is invited to attend an Exit interview.
- Ensure the staff member's name is removed from any active lists and directories with effect from the leaving date e.g. authorised signatories list.
- Ensure the staff member has returned all property, such as staff ID badge, door swipe cards, fuel cards, uniforms, IT equipment e.g. laptop and associated accessories, mobile phone etc.
- Ensure any arrangements under a car lease scheme e.g. NHS Fleet and/or cycle to work scheme are correctly managed.
- Consider changing access codes e.g. door access codes, safes etc. when a member of staff leaves the organisation.

To report fraud against Health and Social Care please call the HSC Fraud Reporting Line or send a report online.

 0800 096 33 96  
 [cfs.hscni.net](https://cfs.hscni.net)