Trans Staff support checklist

|  |  |
| --- | --- |
| Chosen name of staff member |  |
| Name of support person  (line manager or HR contact) |  |

|  |  |  |
| --- | --- | --- |
| Action | Date/notes/details or n/a | Done (tick) |
| Initial conversation held with HR contact |  |  |
| What is changing on the records? e.g. gender identity; official name; informal name (‘known as’); title; pronoun |  |  |
| Written notification of intention to change name received? |  |  |
| Any legal documentation provided / to provide? |  |  |
| Email / IT account change |  |  |
| ID Badge change |  |  |
| Payslip change |  |  |
| HR record change – personal file only/HR System |  |  |
| HR record change – official records i.e. HESA, HMRC |  |  |
| Pension details change – TPS / LGPS |  |  |
| School/Team record changes |  |  |
| Line manager notified? |  |  |
| Agreed communication and training arrangements with team/other colleagues/networks etc. |  |  |
| Signposting to other services / external networks / EAP |  |  |