

LEAVING THE UNIVERSITY CHECKLIST

This form is to be used when a staff member is leaving their employment with the University to ensure any necessary tasks are completed prior to or on the staff member's last day of employment. The checklist should be progressively completed during the notice period up to the last day of employment.

STAFF MEMBER DETAILS

Staff ID: _____ Position Title: _____
 School/Branch: _____ Work phone: _____
 Title: _____ Family Name: _____ Given names (in full): _____
 Last day of employment (end date after any leave which is taken prior to leaving): _____

CHECKLIST DETAILS

No	Actions	Y	N	N/A
1	I have completed the Resignation Advice Form in SSO specifying my last day of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I have completed the Exit Survey (accessible via email upon completion of Resignation Advice Form in SSO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I have applied via SSO for any leave I am intending to take prior to my last day of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	I have returned all University property including (if applicable) - Please tick if actioned <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Laptop (and other electronic devices) <input type="checkbox"/> Car park permit <input type="checkbox"/> Building access/staff ID card <input type="checkbox"/> Credit Cards <input type="checkbox"/> Other (if required) </div> <div> <input type="checkbox"/> Motor vehicle <input type="checkbox"/> Mobile phone <input type="checkbox"/> Library Books <input type="checkbox"/> Research documents etc </div> </div>			
		Y	N	N/A
5	I have made arrangements with Custom Fleet in relation to my novated vehicle lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	I have attended to the following (if applicable) – please tick if actioned: <input type="checkbox"/> Cancelled Mobile and Data Plans <input type="checkbox"/> Hard copy papers/documents filed in Content Manager record file <input type="checkbox"/> Electronic files are in appropriate University Drive/s <input type="checkbox"/> Email (inbox, other personal folders) cleared <input type="checkbox"/> Voicemail message cancelled and pin reset to 0000 <input type="checkbox"/> Removing any University data from all personal devices <input type="checkbox"/> Handover of ongoing/current tasks with my supervisor <input type="checkbox"/> Change ownership of any Shared Mailbox, Folders or Box Drives <input type="checkbox"/> Removed details from UoA Phone Directory Please call Records Services on 35334 if you need assistance.			
7	Academic Staff	Y	N	N/A
	I have made arrangements to inform all my students (where appropriate) that I am leaving the University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have arranged for suitable alternative supervision for my research, honours and masters students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have made suitable arrangements for teaching and research related items/equipment located in my teaching/research space (chemicals, equipment, other items etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have made suitable arrangements for any funds for which I am responsible (including grants, residual tied, consulting etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Professional Staff	Y	N	N/A
	I have made arrangements to either take or claim untaken Time off in Lieu of Overtime (TOIL) which has been approved by my supervisor in accordance with Clause 3.6 of the Enterprise Agreement and which I was unable to take during employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STAFF MEMBER (For signature)

I certify that all details above are correct and all University property has been returned to my supervisor.

Signature: _____ Date: _____

SUPERVISOR (For signature)

Supervisor's Name _____	Signature: _____	Date: _____
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Email completed checklist to the HR Service Centre (hrservicecentre@adelaide.edu.au) for filing in the staff member's Content Manager File.

Workforce Management Handbook	Leaving the University Checklist	Effective Date:	11/06/2025	Version 4.0
Authorised by	Director, HR Shared Services	Review Date:	30/08/2026	Page 1 of 1