

## LEAVING THE UNIVERSITY CHECKLIST

This form may 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.

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, specifying my last day of employment													
2	I have applied via SSO for any leave I am intending to take prior to my resignation/retirement													
3	I have returned all University property including: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Laptop other electronic devices</td> <td><input type="checkbox"/> Motor vehicle</td> </tr> <tr> <td><input type="checkbox"/> Car park permit</td> <td><input type="checkbox"/> Mobile phone</td> </tr> <tr> <td><input type="checkbox"/> Building access/staff ID card</td> <td><input type="checkbox"/> Library Books</td> </tr> <tr> <td><input type="checkbox"/> Credit Cards</td> <td><input type="checkbox"/> Research documents etc</td> </tr> <tr> <td><input type="checkbox"/> Other (if required)</td> <td><input type="checkbox"/> Other (if required)</td> </tr> </table>	<input type="checkbox"/> Laptop other electronic devices	<input type="checkbox"/> Motor vehicle	<input type="checkbox"/> Car park permit	<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Building access/staff ID card	<input type="checkbox"/> Library Books	<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Research documents etc	<input type="checkbox"/> Other (if required)	<input type="checkbox"/> Other (if required)			
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		Y	N	N/A										
4	I have made arrangements with Custom Fleet in relation to my novated vehicle lease													
5	I have attended to the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard copy papers/documents filed in HPRM record file</li> <li><input type="checkbox"/> Electronic files are in appropriate University Drive/s</li> <li><input type="checkbox"/> Email (inbox, other person folders) cleared</li> <li><input type="checkbox"/> Voicemail message cancelled</li> <li><input type="checkbox"/> Removing any University data from all personal devices</li> <li><input type="checkbox"/> Handover of ongoing/current tasks with my supervisor</li> </ul> Please call Corporate Information Services on 35334 if you need assistance.													
6	<b>Academic Teaching Staff</b>	Y	N	N/A										
	I have made arrangements to inform all my students (where appropriate) that I am leaving the University.													
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: _____														

Completed checklist should be retained in the local area

Workforce Management Handbook	Leaving the University Procedure	Effective Date:	25/01/2018	Version 2.0
Authorised by	Associate Director, HR Shared Services	Review Date:	25/01/2022	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			