



Leaving the University Procedure

Information Sheet : Leaving the University Checklist

Purpose

The purpose of this Information sheet is to list the steps to be taken when a staff member is leaving their employment with the University. The Supervisor and staff member may use this to ensure that all necessary tasks are completed prior to or on the staff member's last day of employment.

Q1 What steps should I take if I am ending my employment with the University?

- Ensure a Resignation Advice Form is completed, specifying your last day of employment.
- If applicable, ensure that any leave that is planned prior to your last day of employment, is applied for via SSO (approval is subject to operational requirements).

The checklist at [Appendix A](#) is a handy tool that may be used to ensure that all required steps are completed.

Q2 What will I need to do prior to leaving the University?

You will need to ensure that all necessary tasks are completed including:

- Hard copy papers/documents are filed electronically
- Electronic files are in appropriate University Drive/s
- Email (inbox, other personal folders) cleared
- Voicemail message cancelled
- Removing any University data from all personal devices

Q3 As an academic staff member, what obligation do I have towards my students if I am ending my employment?

You will be required to make arrangements to reasonably inform all of your students (where appropriate), that you are leaving the University. If it is not possible to personally advise your students prior to you leaving the University, you will need to make arrangements with your Head of School to do this.

Q4 What handover is required with my supervisor?

You will be required to meet with your supervisor and conduct a handover of any ongoing/current tasks.

Q5 Are there any items I need to return to the University prior to my last day of employment?

Yes, you should ensure that any University property is returned. This includes:

- Laptop/other electronic devices
- Car park permit
- Building access/staff ID card
- Credit cards
- Motor vehicle
- Mobile phone
- Library books
- Research documents etc

Q6 What do I need to do if I wish to maintain contact with the University after leaving (e.g. receive news publications and invitations to events)?

Please contact Development and Alumni at alumni@adelaide.edu.au.

Q7 If I have a novated lease, what am I required to do prior to leaving the University?

You will need to make arrangements with Custom Fleet in relation to your novated lease vehicle.

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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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<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Research documents etc													
<input type="checkbox"/> Other (if required)	<input type="checkbox"/> Other (if required)													
		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"> <input type="checkbox"/> Hard copy papers/documents filed in HPRM record file <input type="checkbox"/> Electronic files are in appropriate University Drive/s <input type="checkbox"/> Email (inbox, other person folders) cleared <input type="checkbox"/> Voicemail message cancelled <input type="checkbox"/> Removing any University data from all personal devices <input type="checkbox"/> Handover of ongoing/current tasks with my supervisor Please call Corporate Information Services on 35334 if you need assistance.													
6	Academic Teaching Staff	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: _____														

Please scan the completed and signed form and submit to exit_checklist@adelaide.edu.au (include exiting employee's Staff ID in the subject line).

Further Information

If you require further information, please contact [Human Resources](#).

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