|  |
| --- |
| **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: | | | | |
| Laptop other electronic devices | Mobile phone | | | |
| Car park permit | Library Books | | | |
| Building access/staff ID card | Research documents etc | | | |
| Credit Cards | Other (if required) | | | |
| Motor vehicle |  | | | |
|  |  | | **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: | | | | |
| Cancelled Mobile and Data plans  Hard copy papers/documents filed in HPRM record file | | | | |
| Electronic files are in appropriate University Drive/s | | | | |
| Email (inbox, other person folders) cleared | | | | |
| Voicemail message cancelled | | | | |
| Removing any University data from all personal devices | | | | |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

Completed checklist should be retained in the local area