# Workforce Management Handbook

**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.

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| **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 |  [ ]  Motor vehicle |  |  |  |
|  [ ]  Car park permit |  [ ]  Mobile phone |  |  |  |
|  [ ]  Building access/staff ID card |  [ ]  Library Books |  |  |  |
|  [ ]  Credit Cards |  [ ]  Research documents etc |  |  |  |
|  [ ]  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:  |  |  |  |
|  | [ ]  Cancelled Mobile and Data Plans |  |  |  |
| [ ]  Hard copy papers/documents filed in Content Manager record file |  |  |  |
| [ ]  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 |  |  |  |
| [ ]  Handover of ongoing/current tasks with my supervisor |  |  |  |
| [ ]  Change ownership of any Shared Mailbox, Folders or Box Drives |  |  |  |
| [ ]  Remove details from [UoA Phone Directory](https://www.adelaide.edu.au/phonebook/amendments.html) |  |  |  |
| 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. | [ ]  | [ ]  | [ ]  |
| 7 | **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](https://www.adelaide.edu.au/hr/enterprise-agreement/fact-sheets-and-resources) and which I was unable to take during employment. | [ ]  | [ ]  | [ ]  |
| **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

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| **Workforce Management Handbook** | **Leaving the University Checklist** | **Effective Date:** | **31/08/2023** | **Version 3.0** |
| **Authorised by** | **Director, HR Shared Services** | **Review Date:** | **30/08/2026** | Page **1** of **1** |