# 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** |