

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.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
2	I have applied via SSO for any leave I am intending to take prior to my resignation/retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
3	I have returned all University property including: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Laptop other electronic devices</td> <td style="width: 50%;"><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></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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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)														
		Y	N	N/A										
4	I have made arrangements with Custom Fleet in relation to my novated vehicle lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
5	I have attended to the following: <ul style="list-style-type: none"> <input type="checkbox"/> Cancelled Mobile and Data Plans <input type="checkbox"/> Hard copy papers/documents filed in Content Manager record file <input type="checkbox"/> Electronic files are in appropriate University Drive/s <input type="checkbox"/> Email (inbox, other personal 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 <input type="checkbox"/> Change ownership of any Shared Mailbox, Folders or Box Drives <input type="checkbox"/> Remove details from UoA Phone Directory Please call Corporate Information Services on 35334 if you need assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
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 and which I was unable to take during employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

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