

## Exit Checklist

### Instructions for completing the Exit Checklist



#### When to use this form

This form is to be completed by supervisors in conjunction with the staff member prior to leaving Monash University.



#### Where and when to send this form

This form is to be completed, signed and forwarded to your HR service hub prior to leaving the University.

For assistance please contact HR Enquiries on 990 20400

Monash HR privacy collection statement is located at:

<http://www.privacy.monash.edu/guidelines/collection-personal-information.html#hr>



#### Policy references

Prior to completing this form, please ensure you are familiar and adhere to the university's Leaving Monash Procedure – Resignation and Exiting the University accessible at

<http://www.adm.monash.edu.au/workplace-policy/termination/staff-separation/>



#### Further Information for Staff

Your final payment will include accrued but untaken leave payments that are payable upon termination/cessation of employment.

Details of your superannuation entitlements will be forwarded to you shortly.



## Exit Checklist

1. Staff Member's Details							
<b>Personnel Number</b>							
<b>Title:</b>		<b>Family Name:</b>			<b>Given Names:</b>		
<b>School/Department:</b>				<b>Faculty/Division:</b>			
Staff Member's Responsibilities							Yes/NA
1	Current mailing and home address and personal details recorded on <a href="#">ESS</a>						
2	Returned all keys (building, office, filing cabinets) and access cards						
3	Returned all University owned parking permits (eg. green/yellow permits)						
4	Returned all University equipment - laptop computer, PDA's, modem, internet service (cancelled), mobile phone, printer, manuals and accessories						
5	Returned Faculty/Division books, electronic documents, manuals or other miscellaneous University property						
6	Returned Monash University library books and outstanding library fines paid						
7	Credit cards, fuel cards and cab charges returned to supervisor						
8	University vehicle returned. For a Novated lease arrangement, notified NLC and fuel cards returned to NLC						
9	Submitted leave requests using <a href="#">ESS</a> or an <a href="#">application for leave</a> form for any leave taken						
10	If a supervisor of staff, ensure team leave requests have been approved through <a href="#">ESS</a>						
11	Ceased salary packaging arrangements with child care centres and/or the gym						
12	Arranged alternate payment method for salary deductions such as health insurance and NTEU.						
13	Finalised any outstanding debts to the University or salary overpayments or agreed arrangements to clear such debts or overpayments						
14	Removed any personal files stored on the University computer						
15	Advised the Equity and Diversity Centre of your departure if you hold position of: Discrimination Harassment Grievance Adviser, Equity Contact Officer, Disability Contact Officer or an Employment Related Grievance Resolution Adviser						
16	Advised OHSE of your departure if you hold position of: Bio Safety Officer, Building Warden, Environment Officer, First Aid Co-ordinator, Health and Safety Representative, Safety Officer, Radiation and Laser Safety Officer, Zone Faculty OHSE committee						
17	Left office or work area in a tidy manner						
<p>I, _____ declare that all of the above information is correct and I have made arrangements to clear any outstanding debts. I also understand that final payments cannot be paid to me until the above checklist is completed and any reconciliation of entitlements against any outstanding debts, University credit card expenditure, leave and any overpayment have been concluded.</p>							
<b>Signature</b>				<b>Date:</b>			
Supervisor's Responsibilities							Yes/NA
1	Confirmed with staff member all matters 1-17 above						
3	Notified campus security to cancel building, room and after hours access assigned to staff member						
4	Notified Research Office of staff members departure if grant funds have been allocated						
5	Notified external organisations of departure in which the staff member represented the University						
6	Checked if staff have accessed travel and removal, staff study support program, OSP benefits and ensure they have completed their commitment to the University						
7	Removed access to Email account						
8	Removed SAP delegation						
<b>Supervisors Signature</b>				<b>Date:</b>			
<b>Supervisors Name:</b>							