

INSTRUCTIONS

Where an employee is ceasing work with Swinburne University (eg. resigned, retired or contract expiration) this checklist must be completed by the relevant manager prior to the departing employee's last day.

Once the form has been completed and signed please forward to Human Resources - Mail No. H14 or Fax 9214 8565 or deliver to Swinburne Place West SPW 2nd Floor

Please note that access to IT systems will be terminated by midnight on the date of departure.

EMPLOYEE DETAILS

Employee Number (6 digit payroll no.):	Title (eg Prof, Dr, Mr, Ms):
Surname:	Given Names(s):
Org. Unit / Faculty:	Position Title:
Current Person Reports To (Name):	Current Position Reports To (Position No):
Date of Departure:	

EXIT CHECKLIST

ITEM	Completed/Checked (tick)
1. Return of security pass and / or keys (eg. keys to labs, buildings, cabinets)	
2. Return of IT equipment (eg. lap top, USB, printer)	
3. Transfer of University data to shared drive – <i>Reference for location of data</i>	
4. Return of telecommunication equipment (eg. mobile phone, blackberry)	
5. Return of registry files and other University property	
6. No outstanding fines or materials on loan from the Library	
7. No other monies owing to Swinburne University (eg. credit card, phone bills)	
8. Motor vehicle, keys & petrol card returned and logsheet up-to-date	
9. Finalise novated lease payment (if relevant)	
10. Transfer assets (if relevant)	
11. Leave is up-to-date in Swinburne People Online	
12. Return of Staff Social Club keys (Please contact the Secretary on 9214 8554)	
13. Cessation of Metcard (Please contact HR Reception on 9214 4616)	
14. Collection of personal belongings	
15. Name of person to whom teaching and assessment materials have been transferred	
16. The Swinburne Employee Exit Survey can be completed anonymously via http://opinio.online.swin.edu.au/s?s=2192	

MANAGER AUTHORISATION

Signature: _____ Date: _____

FACULTY MANAGER AUTHORISATION (FOR HIGHER EDUCATION ONLY)

Signature: _____ Date: _____