

HR37 Exit Checklist

(HR.V1.0 - 7.05.18)

This checklist is designed to assist supervisors and employees in completing the separation process and should be completed on or prior to the employee's last day of work.

Employee Name: _____ Staff No: _____

Faculty/Division: _____

Employee's last working day: _____

[Please tick boxes to complete]

Employee Responsibility	Supervisor Responsibility
<input type="checkbox"/> Submit written/email notification to supervisor	<input type="checkbox"/> Forward exit notification to Human Resources immediately (prior to last day)
<input type="checkbox"/> Return identity/access card/key to supervisor	<input type="checkbox"/> Identity/access card/key received
<input type="checkbox"/> Return Credit Card/Purchasing Card and finalised accounts to supervisor	<input type="checkbox"/> Credit Card/Purchasing Card received <input type="checkbox"/> Notify Finance (eg. financial delegation)
<input type="checkbox"/> Return computer/laptop/audio visual and electrical items to supervisor	<input type="checkbox"/> Confirm return of computer/laptop & electrical items and notify IT@UNSW
<input type="checkbox"/> Return mobile phone to supervisor	<input type="checkbox"/> Received mobile phone & and notify UNSW IT
<input type="checkbox"/> Return all other UNSW property (eg. ID card, books, keys, Cabcharge card/vouchers)	<input type="checkbox"/> All other UNSW property received Indicate other items returned:

Dosage information on Radiation (where relevant):

Notification to School/Unit Radiation Supervisor (RSS to issue cumulative dose report letter to departing employee): Yes - Dosage _____ No N/A

Signature: Employee: _____ Date: _____

Supervisor: _____ Date: _____

This form must be returned to Human Resources for filing on personal file and a copy retained by the work unit.

Please send to your [Human Resources Consultant](#)