

HR 37 EXIT CHECKLIST



THE UNIVERSITY OF
NEW SOUTH WALES

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/PDA to supervisor	<input type="checkbox"/> Received mobile phone/PDA & and notify Communications Unit
<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.