

Employee's name:

Work unit:

Last day of service: Last day at work:

Prior to the employee's last day of service, clearances must be obtained from the areas listed below to ensure:

- the transfer of electronic records to a shared drive
- IT systems are disabled
- outstanding financial matters and debts are cleared
- the following items are returned *
 - keys
 - library materials
 - equipment (including laptops, mobile phones and iPads)
 - stores items
 - charge cards
 - SIM cards (and deactivate mobile services)

It is the Work Unit's **responsibility** to ensure that items such as keys, charge cards and stores items are collected from the employee **before their departure** and all areas listed below are contacted to confirm any University property issued to the employee is returned.

To be completed by the work unit and submitted prior to employee's departure:

| | Actioned by <i>(initials & date)</i> |
|--|--|
| <input type="checkbox"/> Items returned <i>(see * above list)</i> | |
| Keys <i>(check with security that keys have been returned)</i> | |
| <input type="checkbox"/> <u>Lismore</u> : phone ext. 73628 to confirm number of keys to be collected | |
| <input type="checkbox"/> <u>Coffs Harbour</u> : phone 6659 3093 (Facilities) | |
| <input type="checkbox"/> <u>Gold Coast</u> : return to Shared Services Hub | |
| Photo I.D. card | |
| <input type="checkbox"/> <u>Lismore</u> : returned to Photo ID unit, Student Services X Block | |
| <input type="checkbox"/> <u>Coffs Harbour</u> : returned to Student Services M Block | |
| <input type="checkbox"/> <u>Gold Coast</u> : returned to Shared Services Hub | |
| Security <i>(Coffs Harbour only):</i> | |
| <input type="checkbox"/> Notify Security to remove security pin access to buildings | |
| Pay claims <i>(casual employees only)</i> | |
| <input type="checkbox"/> Final pay claim submitted | |

Using the submit button below will ensure the mailroom, research, records, epubs, library, payroll, assets, finance, security, property services, Coffs campus admin and HR Services are aware the employee is leaving and are able to amend their records and complete any action required.

Submit