# Supervisor’s Checklist for Staff Member Leaving Employment

Note: This checklist is for use by supervisors in managing the process when a staff member leaves University employment. Please note that liaison may be required with the Office of Human Resources (HR) throughout the process. The ‘Leaving Employment’ HR web page provides a process guide when staff leave employment.

Managers are responsible for advising HR ***immediately*** when they know that a staff member will be leaving employment.

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| Name: | | **Last day at work**:      /     / | | |
| **Employee No:** | | | | |
| ***Action*** | | | Notes | ***🗴*** |
| 1 | Advise HR  If unique circumstances apply (eg death, abandonment) contact HR immediately by phone  Add other specific or local items to this checklist for follow up | | Email HR Coordinator |  |
| 2 | Advise employee of the ‘[Leaving Employment Checklist](https://www.westernsydney.edu.au/people_and_culture/ohr/your_employment/leaving_uws_employment)’ for staff members on the HR website. | |  |  |
| 3 | Write formal acceptance of resignation for staff member and forward copy to HR at [humanresources@westernsydney.edu.au](mailto:humanresources@westernsydney.edu.au) | |  |  |
| 4 | Ensure that all forms of leave have been approved and approvals have been submitted to HR or recorded on Staff Online.  If there are outstanding leave forms for this employee please advise HR urgently via email ([humanresources@westernsydney.edu.au](mailto:humanresources@westernsydney.edu.au)) the details of the outstanding leave.  This is important to avoid overpayment. | |  |  |
| 5 | Advise employee of exit survey which will be sent to them automatically from MyCareer Online | |  |  |
| 6 | Discuss with the staff member what steps they will take to hand over their work in progress and deal with any other incomplete workplace matters.  Supervisors should discuss with the leaving staff member what steps they will take to hand over their work in progress – including providing access to, or copies of, University documents that will be required by other staff after their departure – and deal with any other incomplete or ongoing workplace matters. When the staff member leaves the university ongoing access to email, documents and other IT resources will be terminated as provided in the Acceptable Use of IT policy. At the university’s discretion, access may be granted on a case by case basis for a limited time to meet business needs or statutory obligations.  Supervisors should also advise the staff member to do the following, and to refer to MyIT Knowledge Article [KB0012730](https://uws.service-now.com/kb_view.do?sysparm_article=KB0012730) for more detail   * Remove all their personal information and files from email, network folders etc. * Set-up appropriate delegation on their email or forward relevant email to other staff for business continuity purposes. Please be aware that staff email may include personal and sensitive information that could relate to other roles the staff member has been engaged in at the university. * Set-up Out-of-Office notification * Speak to RAMS about assigning TRIM files to new locations (other staff members or record storage as required) | |  |  |
| 7 | IT Asset Management –All University-owned IT Assets (including University-owned laptops and phones) are to be returned, and are subsequently wiped of all data. Please advise the staff member to remove all personal files and data from such devices before returning them.  If appropriate, advise on the disposal of, or reassigned ownership of hazardous materials if appropriate. Laboratory staff should complete the ‘Termination of Laboratory Work Checklist’ (found in Laboratory Safety Documents and Forms on the WHS Laboratory Safety webpage) and refer to the *Termination of Laboratory Work* section of the Western Sydney University Laboratory Safety Guidelines | |  |  |
| 8 | OHR will notify key personnel in relation to security, communications and staff service about the separation, however, ensure that you make appropriate arrangements with the Security Office on your home campus for the following to be returned:   * Staff Identification Card * Fitness Passport Membership card/s (if applicable) * keys / access card * University communication equipment (including University-owned mobile phones, laptops and similar devices) * University credit card - staff must ensure that they have submitted a TEMS expense report for all corporate credit card expenses * University Vehicle * Any other university property/documents/books etc.   Please confirm to OHR via email that these matters have been attended to, noting which Campus Security Office items have been returned to. | |  |  |