

# LEAVING CHECKLIST

**For Faculty/Office HR Rep Use Only**

**Staff Name:** \_\_\_\_\_ **Department/ Office:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Termination Date:** \_\_\_\_\_

At the end of employment, it is necessary to ensure that staff members do not have any Macquarie University property in their possession.

- The Leaving Checklist must be completed no later than the last day of employment.
- Final salary payment may be withheld until this form has been signed by the staff member.

**Steps:**

1. Staff member provides written notice of resignation.
2. Supervisor notifies Faculty IT Help Desk/Informatics Service Desk, the Faculty HR Manager/Office HR Representative and Payroll by sending a copy of the resignation letter.
3. Faculty HR Manager/Officer HR Representative provides Leaving Checklist to supervisor.
4. Staff member provides all applicable items to supervisor.
5. Supervisor fills in information in the table and returns all items to the relevant Department/Unit owner for cancellation of access or return of property.
6. Supervisor and staff member sign-off.
7. Supervisor sends completed Leaving Checklist to Faculty HR Manager/Office HR Representative.
8. Faculty HR Manager/Office HR Representative files checklist within the Faculty/Office.

Item	Serial No. / Code	Date Item Returned / Account Disabled	Supervisor's Signature
<b>Office Keys to</b>	Room(s)		
	Pedestal		
	Filing		
	Other		
<b>Security Pass</b> (swipe card)			
<b>Staff ID Card</b>			
<b>Uniforms</b>			
<b>Laptop &amp; Docking Station</b>			
<b>Printer</b>			
<b>Software &amp; Manuals</b>			
<b>Phone</b>	Voicemail	Security code reset	
	Mobile/PDA		

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Item	Serial No. / Code	Date Item Returned / Account Disabled	Supervisor's Signature
<b>Network Accounts &amp; Passwords Deactivated</b> (e.g., Finance One, HRIS, Student One, MQ Dial-up)		Access codes cancelled	
<b>Email Account</b>		Automatic	
<b>Computer Network Access</b>			
<b>Staff Intranet</b>			
<b>Staff Directory</b>		Automatic	
<b>MQ Credit Card(s)</b> , including confirmation that CONCUR reports & receipts clearing all credit card transactions have been submitted & approved			
<b>QANTAS Lounge Membership</b>	Cards returned & OFS notified		
<b>Car</b> , including Keys, Petrol Card, & Travel Log Books			
<b>Cab Charge</b>			
<b>Outstanding Receipts</b>			
<b>Files &amp; Documents</b>			
<b>Course/ Curriculum Materials</b>			
<b>Library Materials</b> returned & any library fines paid			

Notification	Notification area has been advised and action taken to fill or reallocate the role?	Supervisor's Signature
<b>Currently holds a research grant</b>	Notify the Research Office ext. 1035	
<b>Payroll</b>		
<b>HR – Outstanding Leave Applications</b>		
<b>Travel or Training</b> – scheduled, but not yet incurred	Note relevant dates	
<b>Finance</b> – if a delegated signatory		
<b>Mail Box &amp; Door Tag</b>		

Role	Notification area has been advised and action taken to fill or reallocate the role?	Supervisor's Signature
<b>Teaching Commitments</b>		
<b>Research Students</b>	Faculty HDR Manager to be advised	

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Role	Notification area has been advised and action taken to fill or reallocate the role?	Supervisor's Signature
Building Warden		
Floor Warden		
OHS Committee		
First Aid Officer		
Other		

## Research Reported:

Has the staff member's latest research output been reported? \_\_\_\_\_

*The staff member is required to provide the University with publication details of research that is attributable to their employment at Macquarie. This could be up to a year, or more, after the staff member's departure.*

## Exit Interview:

Has an exit interview been set up for the staff member? \_\_\_\_\_

*The Staff Member will be invited to complete an exit interview by Human Resources.*

## Parking Permits:

Please view the relevant [parking rules](#) to determine whether you are eligible for a refund of your parking permit. Alternatively you can contact MQ Property on ext. 7135 to discuss this.

## Forwarding Details for Staff Member:

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Bank details: \_\_\_\_\_

## Comments and Outstanding Matters:

\_\_\_\_\_  
\_\_\_\_\_

**By signing this form you agree that you have returned all Macquarie University property in your possession.**

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**By signing this form you agree that you have completed all actions outlined and ensure that access has been cancelled and property returned to the relevant Department/Office owner.**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_