Employee Exit Checklist

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| **Exiting Employee Name:** | **Employee ID:** | | | | |
| **Role title:** | **Site name / Business Unit:** | | | | |
| **Date:** | **Line Manager:** | | | | |
| **PROCEDURE** | | | **RESPONSIBILITY** | | **COMPLETED** |
| [Employee Exit Procedure](https://edi.sa.edu.au/library/document-library/controlled-procedures/employee-exit-procedure.pdf) | | | **Employee** | **Line Manager** | **Initial and Date**  or mark N/A |
| **Notification of Cessation of Employment** | | | | | |
| Confirm employee’s personal email, phone and address details in the [Employee Information Kiosk (EIK)](https://www.eduportal.sa.edu.au/EIK/hub) are correct | | |  |  |  |
| edHR [Notice of Employee Separation](https://selfservice.education.sa.gov.au/edhr?id=sc_cat_item&sys_id=ea30984f1b4a651036d94268b04bcb61) form completed and approved -  *Employee will receive a notification from Payroll Shared Services to their personal contact information.* | | |  |  |  |
| ***Your Experience Matters*** survey  *Employee will receive an email with a survey link when their Notice of Separation form is submitted. The 5-minute survey is confidential and provides an opportunity to share experience at work.* | | |  |  |  |
| ***Your Experience Matters*** Interview (if desired)  Exit interview offered. Interview uses the [Exit interview template](https://www.education.sa.gov.au/docs/p-and-c/recruitment/employee-exit-report-form.pdf) format and is sent to[*Education.OrganisationalDevelopment@sa.gov.au*](mailto:Education.OrganisationalDevelopment@sa.gov.au)*.* | | |  |  |  |
| **Advice to Payroll for Reconciliation of Payments**  ***VALEO*** *paid employees deadlines for any given payday are* ***10 days*** *earlier than the pay day to allow documents to be processed in time and to avoid overpayments.. Contact*[*PayrollCustomerServiceEducation@sa.gov.au*](mailto:PayrollCustomerServiceEducation@sa.gov.au) *as a high priority or phone: 8462 1333 – press 1, then press 2.* | | | | | |
| Reconcile time/hours worked and any debit or credit flexi-time balance (corporate) or monthly leave returns (corporate sites) | | |  |  |  |
| Reconciled leave taken and all outstanding leave forms forwarded to Payroll SSSA as a high priority. | | |  |  |  |
| Reconciled any outstanding claim forms (travel expenses, overtime, mileage) | | |  |  |  |
| Personal charges on department credit cards identified and repaid | | |  |  |  |
| Checked mobile phone charges. | | |  |  |  |
| Checked any loans and advances (including travel) | | |  |  |  |
| Government Housing – arrange rent card to be issued – if applicable | | |  |  |  |
| **Advice to** [**ICT Services**](https://schoolssaedu.sharepoint.com/sites/ICTPORTAL/) **-** *The final date for access to ICT systems will usually be the employee’s last day of duty. As much notice as possible, and at least* ***3 business days’ notice*** *should be given to revoke access.*  *Telephone: 8204 1866 (metro)*  *Telephone: 1300 363 227 (for country calls) Email:* [*ictsupport@sa.gov.au*](mailto:ictsupport@sa.gov.au) | | | | | |
| Advise corporate ICT support using the [deactivate IT Account edIT online form](https://selfservice.education.sa.gov.au/edit?id=sc_cat_item&table=sc_cat_item&sys_id=f24c3139db523f40de2e32e43a9619a4). | | |  |  |  |
| Request LAN Manager) to cancel ALL of employee’s access to local systems (e.g. Oracle account, VPN account, Basware, ANZ/EMS, OneDrive, Objective).  Advise if employee terminated or moving within the department. | | |  |  |  |
| E-mail, internet, network and hard drive files cleared and business critical information transferred to appropriate files. | | |  |  |  |
| Home office phone or cable connections cancelled. | | |  |  |  |
| Employee details on phone list(s) and internal databases (SA Direct, Distribution Lists) updated. | | |  |  |  |
| Desktop computer, laptop, terminal, monitor, tablet, printer and associated items returned – if applicable. | | |  |  |  |
| **Finance** | | | | | |
| Credit card returned – if applicable | | |  |  |  |
| Signatories for bank accounts, purchase authorities changed. | | |  |  |  |
| Cab Charge vouchers/e-tickets returned & reconciled with Cab receipts. | | |  |  |  |
| **Security and Access** | | | | | |
| Access security card/swipe/disc returned. | | |  |  |  |
| Departmental name tag returned. | | |  |  |  |
| Office, cabinet and/or safe keys returned. | | |  |  |  |
| Photocopy card(s) returned. | | |  |  |  |
| Departmental files returned. | | |  |  |  |
| **Motor Vehicle Access and Journey Records** | | | | | |
| State Fleet or Central Government Car-pool vehicle card returned. | | |  |  |  |
| Car keys and mileage log returned. | | |  |  |  |
| Vehicle inspection cleared. | | |  |  |  |
| Personal mileage reimbursement made. | | |  |  |  |
| Mileage claims submitted. | | |  |  |  |
| **Office and Home Office Equipment** | | | | | |
| Mobile phones and SIM cards returned. | | |  |  |  |
| Wireless Internet dongles returned | | |  |  |  |
| Software programs, manuals, discs and licences returned | | |  |  |  |
| First aid equipment returned. | | |  |  |  |
| Home office equipment returned. | | |  |  |  |
| **Library Resources and Loans** | | | | | |
| Library loans returned and library fees or fines paid. | | |  |  |  |
| **Other Departmental Resources** | | | | | |
| Departmental manuals, curriculum, policy, and procedural documents returned. | | |  |  |  |
| Teaching materials, team resources and/or text books returned. | | |  |  |  |
| **Retirement and Length of Service Recognition** | | | | | |
| [Recognising retirement and length of service milestones](https://edi.sa.edu.au/hr/for-individuals/professional-development/recognising-our-people/retirement-and-length-of-service)  *You may be invited to attend a retirement celebration, or a length of service celebration if you have achieved 30, 40, or 50 years of service. Contact*[*Education.Recognition@sa.gov.au*](mailto:Education.Recognition@sa.gov.au) *for more information.* | | |  |  |  |
| **Employee Requirements** | | | | | |
| Employee advised of requirements of the Code of Ethics of the SA Public Sector, confidentiality and rights to intellectual property post employment. | | |  |  |  |
| **Senior Executive Group (SEG) employees only** | | | | | |
| Notify [Education.FinancialCompliance@sa.gov.au](mailto:Education.FinancialCompliance@sa.gov.au) of all Senior Executive Group members (substantive or acting/temporary members) who are exiting,  at least 2 weeks prior to their last working day. | | |  |  |  |
| Employees who have been substantive or acting/temporary members of Senior Executive Group, complete and return the financial declaration template on the [financial declarations webpage](https://edi.sa.edu.au/finance/for-corporate/corporate-finance/financial-management-and-compliance/financial-declarations) prior to your last working  day, preferably in your final working week. | | |  |  |  |
| **Other items** | | | | | |
| Social club and or union notify leaving date | | |  |  |  |
| Personal File to transfer if employee going to another agency. | | |  |  |  |
| **Signature:** By signing below, you acknowledge that you have participated in this exit interview voluntarily, and the information provided is accurate to the best of your knowledge. | | | | | |
| **Employee signature:** | | Date: | | | |
| **Line manager signature:** | | Date: | | | |
|  | |  | | | |
| OFFICE USE ONLY  Received: Date: / /  Workgroup Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Any follow up action required? YES NO  Any Comments:  FILE completed copy on employee’s site personal file | | | | | | |