Employee Exit Checklist

Exiting Employee Name:	Employee ID:
Role title:	Site name / Business Unit:
Date:	Line Manager:

PROCEDURE	RESPONSIBILITY		COMPLETED
Employee Exit Procedure	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) are correct	✓	✓	
edHR Notice of Employee Separation form completed and approved - *Employee will receive a notification from Payroll Shared Services to their personal contact information.*	✓	✓	
Your Experience Matters survey completed. *Employee will receive an email with a survey link when their Notice of Separation form is submitted.*	✓		
Your Experience Matters survey completed. Exit interview offered and Exit interview form provided to employee. *Completed exit interview form to be filed confidentially at site and copy emailed to 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 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	✓	✓	

Advise corporate ICT support using the deactivate IT Account edIT online form.		✓	
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	✓	✓	

Government of South Australia
Department for Education

Software programs, manuals, discs, and licenses 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](#) *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 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 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](#) 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:

Government of South Australia
Department for Education