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**.*  |  |  |  |
| **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 |  |  |  |
| **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* |
| 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* *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](https://edi.sa.edu.au/finance/for-corporate/corporate-finance/financial-management-and-compliance/financial-declarations) prior to your last workingday, 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 ONLYReceived: Date: / / Workgroup Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Any follow up action required? YES NOAny Comments:FILE completed copy on employee’s site personal file |