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# Separation Checklist for Staff Members

Please Note:

This checklist provides information for Staff Members who are leaving the University. Staff Members are encouraged to use the checklist to ensure that they have provided all necessary information and returned all University property and resources, which will assist The Office of People to efficiently process final payments.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | **Employee No:** | |
| School/Work Unit | | Last day at work / / | |
| ***Action*** | | ***Notes*** | ***🗸*** *or* ***🗴*** |
| 1 | Provide your Supervisor or Manager with written advice of your resignation, retirement etc., including effective date, that is, last day worked. |  |  |
| 2 | Discuss with your Supervisor what steps will be taken to hand over your work in progress and deal with any other incomplete workplace matters. This would include providing your supervisor or other staff as agreed with your supervisor, with ongoing access to, or copies of, University documents to ensure business continuity. |  |  |
| 3 | Library – ensure you have no material on loan and no fines outstanding. |  |  |
| 4 | Facilities and Services – if you have access cards, protective clothing etc. return them to your supervisor or the relevant department via the Security Office on your home campus.\*  If you have ownership of hazardous materials please discuss with your supervisor. Laboratory staff should complete the ‘Termination of Laboratory Work Checklist’ (found in the 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. |  |  |
| 5 | Finance – if you owe any monies to the University, ensure these are paid or satisfactory arrangements made; if you have a University credit card, please complete TEMS expense report and return your corporate credit card to the Security Office on your home campus.\* |  |  |
| 6 | Technology – When you leave the university ongoing access to email, documents and other IT resources will be terminated as provided in the Acceptable Use of IT policy. You should ensure you have made copies of important personal information prior to leaving. Access will not be provided after you have left for this purpose.  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. In these cases please contact IT directly via the WesternNow IT Portal to organise access.  Please note that University documents or information (including email) remains the property of the University and should not be taken. |  |  |
| 7 | IT Asset Management – Upon your departure, all University-owned IT Assets (including University-owned laptops and phones) are to be returned and are subsequently wiped of all data. Please remove all personal files and data from such devices before returning them.  Please ensure IT assets not located in your office or lab are returned to the Security Office on your home campus.\* |  |  |
| 8 | All TRIM files must be assigned to a new location (either another staff member, or a records storage location), and moved to that location if they are physical files. All documents must be checked back into TRIM. Please visit the RAMS web page at <http://www.westernsydney.edu.au/rams>  For documents that are attachments in your email archive, to be added to TRIM, each attachment needs to be individually retrieved before saving.  Please be aware that you will not be able to access or obtain your files after the last day of your employment. |  |  |
| 9 | Research Staff: Ensure all outstanding research projects have been finalised, and reports submitted to the Office of Research Services. If you have a current research project that is not completed, please contact the Grants Officer of Research Services for advice.  Please be aware that you will not be able to access or obtain research files or data after the last day of your employment unless specific arrangements are agreed with the University. |  |  |
| 10 | Return your Staff Identification Card to the Security Office on your home campus.\* |  |  |
| 11 | Fitness Passport: if you are a member of Western Sydney University’s Fitness Passport program, please return your membership card/s to the Security Office on your home campus.\* |  |  |
| 12 | If you have had deductions from your pay to outside organisations, notify them of your changed circumstances. |  |  |
| 13 | Make sure the Office of People have your correct contact details; at the end of the financial year they will send taxation documentation. Confirm with HR, Salary Sacrifice of Annual/LSL entitlements to superannuation. |  |  |
| 14 | Complete and lodge the Exit Survey (sent to you via MyCareer Online), or request an Exit Interview with your Senior HR Partner, or Equity and Diversity if you wish. |  |  |
| 15 | When you receive your final pay and Statement of Service check that it is correct. Contact the Office of People via [humanresources@westernsydney.edu.au](mailto:humanresources@westernsydney.edu.au) to make any adjustments. |  |  |

\* All University assets are to be returned to the Security Office on your home campus.

You will be provided with a written receipt of University assets returned.

Please discuss arrangements for returning any assets with your supervisor.