

SEPARATION AND TRANSFER CHECKLIST



This form is to be completed by the supervisor (or nominee) PRIOR to the staff member's last day of service with the University or prior to transferring to another organisational unit. Once the form is complete, please forward it to Human Resource Client Services.

STAFF MEMBER SEPARATION DETAILS

Name		Staff Number	
Organisation Unit		Last working day	
Reason	Select		

SUPERVISOR (OR NOMINEE) CHECKLIST

Note: Please complete this checklist in conjunction with your staff member. The blue highlighted items contain links to contact officers and/or procedures

Returned Not Issued

☐	☐	Computer and Audio Visual Equipment
☐	☐	Library Books returned to Library
☐	☐	Fitness Passport - When you leave the University, you are no longer eligible for Fitness Passport. Please cancel your membership through the Fitness Passport portal.
☐	☐	Cabcharge Vouchers
☐	☐	Staff Card - If not returned, see further actions required on page 2
☐	☐	Mobile Telephone and/or Pager
☐	☐	Motor Vehicle
☐	☐	Fuel Card
☐	☐	Visa Purchasing Card (ensure all Fraedom transactions are complete)
☐	☐	University Keys returned to Infrastructure and Facilities Services
☐	☐	Uniforms or Clothing/Protective Clothing
☐	☐	Key Management Personnel Declaration for current year (EC Members and delegates) submitted to CFO
☐	☐	The Research Grants team have been notified of the staff members cessation by e-mailing Research-grants@newcastle.edu.au
☐	☐	Offboarding of Lab space complete including disposal/management of equipment, chemical and biological agents
☐	☐	All Apple accounts are logged out and pin number given to supervisor
☐	☐	Close phone account and voice mailbox.
☐	☐	Staff member has been removed from staff, email and circulation lists.
☐	☐	Save relevant data from staff member's email account in accordance with Cyber Security and Digital GRC'
☐	☐	Record Retention and Disposal
☐	☐	Flex credits or debits have been checked
☐	☐	Leave applications have been submitted in MyHR
☐	☐	Resignation has been submitted in MyHR
☐	☐	Medical examination/s have been carried out, eg: hearing/laser eye
☐	☐	Other property. Please state:

SUPERVISOR (OR NOMINEE) TO COMPLETE

- ☐ I hereby certify that the staff member has returned the property listed above, OR
☐ I hereby certify that the following property has not been returned and a recovery process may need to be undertaken:

- ☐ If the Staff Card is not returned, then check with HR to see whether the staff member has other employment at the University.
☐ If no, then lodge a Maximo to remove the staff member's access to all University Buildings
☐ If yes, the Maximo should be for the removal of access to your business unit's office, workshops or workspaces as applicable
☐ I have also made arrangements for the forwarding of all other notifications to University officers.
☐ If a Security Clearance is held I have notified disp@newcastle.edu.au of the staff member's end date to support removal of Clearance sponsorship and provision of a DISP exit debrief.
☐ I have conducted an informal exit interview for the staff member to provide feedback.

Name

Position Title

Signature

Date

STAFF MEMBER TO COMPLETE

- ☐ I hereby certify that I have returned all University property.
☐ I understand that a recovery process will take place if all property has not been returned.
☐ I have completed the online [Exit Survey](#)
☐ I have deleted personal information from University Systems e.g. OneDrive, SharePoint, Outlook Academic staff can apply for [Honorary Appointment following Cessation](#) in discussion with Head of School
☐ If I am a Grant Holder or Chief Investigator of a grant, I have notified the Research Grants team of my cessation by e-mailing Research-grants@newcastle.edu.au

Name

Position Title

Personal email address for separation related correspondence

Signature

Date



Please forward this form to [HR Client Services](#) as soon as possible to avoid overpayment of salary.