

SEPARATIONS AND TRANSFERS CHECKLIST



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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 Services.

1. STAFF MEMBER SEPARATION DETAILS

| Title | First Name | Surname |
|----------------|---------------------|---------|
| Staff Number | Organisational Unit | |
| Effective Date | Reason | |

2. 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](#)

[Parking Permit](#)

[Fitness Passport](#)

Cabcharge Vouchers

Telephone Security Pin Number

Mobile Telephone and/or Pager

Motor Vehicle

Fuel Card

Visa Purchasing Card (ensure all Freedom transactions are complete)

University Keys returned to Infrastructure and Facilities Services

Staff Card

Uniforms or Clothing/Protective Clothing

University Cheque Books

University Records, eg Official Documents or Computer Records, HPE TRIM documents checked into TRIM

Petty Cash Reconciliation

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 Records Management Office

[Record Retention and Disposal](#)

Flex credits or debits have been cleared

Leave form/s have been submitted to HRS.

The [Notification of Resignation](#) has been submitted to HRS.

Medical examination/s have been carried out, eg hearing/laser eye

Other property. Please state:

3. SUPERVISOR OR NOMINEE

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:

I have also made arrangements for the forwarding of all other notifications to University officers.
If DISP Clearance held - I have notified the Security Officer at DISP@newcastle.edu.au of their end date.
I have conducted an informal exit interview for the staff member to provide feedback.

Name Position Title

Signature Date

4. STAFF MEMBER

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.

Name E-mail address for separation related correspondence

Signature Date

**Please forward to your HR Client Services Advisor
when completed.**



Email

Return completed form to your
HR Client Services Advisor