

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	Surname	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Number	Organisational Unit	
<input type="text"/>	<input type="text"/>	
Effective Date	Reason	
<input type="text"/>	<input type="text"/>	

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	
<input type="checkbox"/>	<input type="checkbox"/>	Computer and Audio Visual Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Library Books returned to Library
<input type="checkbox"/>	<input type="checkbox"/>	Parking Permit
<input type="checkbox"/>	<input type="checkbox"/>	Fitness Passport
<input type="checkbox"/>	<input type="checkbox"/>	Cabcharge Vouchers
<input type="checkbox"/>	<input type="checkbox"/>	Telephone Security Pin Number
<input type="checkbox"/>	<input type="checkbox"/>	Mobile Telephone and/or Pager
<input type="checkbox"/>	<input type="checkbox"/>	Motor Vehicle
<input type="checkbox"/>	<input type="checkbox"/>	Fuel Card
<input type="checkbox"/>	<input type="checkbox"/>	Visa Purchasing Card
<input type="checkbox"/>	<input type="checkbox"/>	University Keys returned to Infrastructure and Facilities Services
<input type="checkbox"/>	<input type="checkbox"/>	Staff Card
<input type="checkbox"/>	<input type="checkbox"/>	Uniforms or Clothing/Protective Clothing
<input type="checkbox"/>	<input type="checkbox"/>	University Cheque Books
<input type="checkbox"/>	<input type="checkbox"/>	University Records, eg Official Documents or Computer Records, HPE TRIM documents checked into TRIM
<input type="checkbox"/>	<input type="checkbox"/>	Petty Cash Reconciliation
<input type="checkbox"/>	<input type="checkbox"/>	Staff member has returned keys to Security Services.
<input type="checkbox"/>	<input type="checkbox"/>	Close phone account and voice mailbox.
<input type="checkbox"/>	<input type="checkbox"/>	Staff member has been removed from staff, email and circulation lists.
<input type="checkbox"/>	<input type="checkbox"/>	Save relevant data from staff member's email account in accordance with Records Management Office
<input type="checkbox"/>	<input type="checkbox"/>	If NINA user, ensure SAS B1 mobile app is removed from personal iPads and
<input type="checkbox"/>	<input type="checkbox"/>	Record Retention and Disposal
<input type="checkbox"/>	<input type="checkbox"/>	Flex credits or debits have been cleared
<input type="checkbox"/>	<input type="checkbox"/>	Leave form/s have been submitted to HRS.
<input type="checkbox"/>	<input type="checkbox"/>	The Notification of Resignation has been submitted to HRS.

<input type="checkbox"/>	<input type="checkbox"/>	Medical examination/s have been carried out, eg hearing/laser eye
<input type="checkbox"/>	<input type="checkbox"/>	All Apple accounts are logged out and pin number given to supervisor
<input type="checkbox"/>	<input type="checkbox"/>	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.
- I have conducted an informal exit interview for the staff member to provide feedback.

Name	Position Title
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

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
<input type="text"/>
Signature
<input type="text"/>
Date
<input type="text"/>

Please forward to your HR Client Services Advisor when completed.