

Staff Exiting Checklist

This checklist is to be completed by Heads of School/Area (or appropriate delegate) and the employee who is ceasing employment with the University to ensure compliance with the University's Staff Exiting process

http://hr.curtin.edu.au/staff_exiting_procedures.cfm

EMPLOYEE DETAILS:		Cease Date: _____
Name _____	Staff ID _____	<input type="checkbox"/> Academic
Area/Division _____	School/Office _____	<input type="checkbox"/> General

PART 1	Checklist Items	<input type="checkbox"/>
	Check that People Service matters have been attended to: Copy of resignation / retirement advice to your People Service Team Employee to contact the UniSuper – 1800 331 685 If Employee has Salary Packaging contract Paywise 1300 132 532 or curtin@paywise.com.au Employee to arrange finalisation of deductions If you have any further issues please contact your People Service Team	
	Encourage staff to provide feedback to the University by completing the Staff exiting survey: http://planning.curtin.edu.au/staffexitsurvey/	
	Check if the staff member is on the Thesis Committee of any Higher Degree by Research student (Student One). If so, advise graduate.studies@curtin.edu.au of exit date	
	Check if the staff member is the Principal Investigator/Consultant on any active research projects or consultancy projects (SCRIPT: Research Projects Module and Consultancy Module – status of Successful). Ensure projects are (1) completed with copies of reports on file or (2) handed over to another responsible officer or (3) terminated. Please see Information Sheet available at http://hr.curtin.edu.au/local/docs/ContractualObligations_ExitingStaffResearchers.pdf for assistance.	
	Check the Company Issues Asset Register for lists of University property given to employee.	
	Check Key Register(s) and with employee for return of any building door/room keys, security device access swipe cards, desk/filing cabinet keys, University motor vehicle keys and fuel (Shell) cards.	
	Ensure staff members security access has been removed by emailing securitytechoffice@curtin.edu.au	
	Check that any tools, materials and/or protective clothing on perpetual loan have been returned (if appropriate).	
	Check for the return of any handheld computers i.e. palm computers, pocket PC's.	
	Check for the return of mobile telephones, calling cards/telecards.	
	Check for the provision of home internet access including ADSL modems and arrange for disconnection of the service (please contact Telecommunications for assistance with this).	
	Check for return (for destruction or re-use as appropriate) of Staff ID card or any other security pass, identity cards or devices.	
	Check for the return of Library borrowing cards, and borrowed books or materials. Please contact: libraryenquiries@curtin.edu.au or 9266 4136	
	If the staff member was issued a corporate credit card, check that there is no outstanding private expenditure on the card by contacting Financial Services and check that the card(s) has been returned. Ensure that all other financial matters are finalised; this may include all outstanding receipts and documents to support the final acquittal of the card at the start of next month; reconciliation and return of petty-cash balances and cash float; bank deposit, receipt and cheque books and other cash receipt 'Out-Station' documentation; and the acquittal of travel expense advancements where unused amounts may become refundable. (This mainly applies to allowances paid for travel where due to remoteness or other reasons, use of the corporate credit card is not possible).	
	Ensure staff member is aware of policies and procedures relating to intellectual property management.	
	Ensure staff member is aware access to kiosk remains for 18 months from cease date so they can access payslips and payment summaries.	
	Confirm with your System Administrator that they are following the Cessation Process for the University systems. Arrange for withdrawal of any access to 'stand-alone' or local area networks to remove access and passwords available to the individual or groups of users. Inspection of computer hard disks to ensure that all critical files are backed up, transferred to another staff member or archived as appropriate.	

Ensure the checklist for Managing Records when Leaving the University has been completed. Available at http://rim.curtin.edu.au/tools/procedures_advice.cfm	
Ensure that the Staff member has completed all Post Travel Declarations in Travel Approval System and that employee contributions required for personal components of any business-related travel have been made.	
Check that all intellectual property has been disclosed in accordance with (a) the University's Ownership of Intellectual Property Policy http://policies.curtin.edu.au/local/docs/policy/Intellectual_Property_-_Ownership_and_Commercialisation_Policy_and_Procedures.pdf and (b) the employee statement shown below	
<p>Check that all approvals/permits have been cancelled or reassigned for:</p> <ul style="list-style-type: none"> • Human research ethics • Working with Children card • Animal research ethics approval and permits • Quarantine permits • Genetically modified organisms • Poisons permits • Clearance of samples and location <p>http://research.curtin.edu.au/guides/ethics/research_ethics_landing.cfm</p>	

Staff Exiting Checklist

NOTE: Where unusual circumstances exist, for example staff leave employment without notice or leave with some specific residual connections with the University, the measures described above should be amended as seems reasonable, with appropriate approvals.

Where it has been arranged for staff to clear leave prior to the actual cessation date, please note that all final payments, packaging and superannuation matters are not processed until the final cessation date.

<p>PART 2: To be completed by Supervisor</p> <p>I have verified, to the best of my knowledge and ability that the employee has complied with the requirements of the above checklist.</p> <p>Name _____ Signature _____</p> <p>Position _____ Date _____</p>

<p>PART 3: To be completed by Employee</p> <p>I, _____ certify that:</p> <p style="text-align: center;"><i>(Name of employee)</i></p> <p>a) I have disclosed all intellectual property including (without limitation) patents, patentable information, copyright or know-how brought into the University by me at the commencement of my employment at the University for use within the course of my duties at the University, in accordance with the University's Ownership of Intellectual Property Policy.</p> <p>b) I have disclosed all intellectual property including (without limitation) patents, patentable information, copyright or know-how developed in whole or in part by me in the course of my employment with the University, in accordance with the University, in accordance with the University's Ownership of Intellectual Property Policy (http://policies.curtin.edu.au/findapolicy/docs/Intellectual%20Property%20-%20Ownership%20and%20Commercialisation%20Policy%20and%20Procedures%20-%20Mar%202011.pdf);</p> <p>c) I have delivered to the University all course material prepared or used by me in the course of my employment with the University, other than course material which I brought with me to the University;</p> <p>d) I have not kept in my possession any material of the University, except to the extent of an explicit agreement and/or licence from the University;</p> <p>e) I own the copyright in the scholarly works produced by me in the course of my employment with the University;</p> <p>f) My supervisor has liaised with me to comply with the requirements of the above checklist.</p> <p>Name _____ Staff ID _____</p>
--

Signature _____ Date _____

FORWARD COMPLETED CHECKLIST TO THE PEOPLE SERVICES TEAM