

CMPH – Rural and Remote Health Employee / Supervisor Checklist – Local Offboarding

Employee name			
Position		FAN	
Work Unit		End date	
Supervisor			

Employee to action	Date completed
Provide to supervisor <input type="checkbox"/> Copy of resignation letter/email (if applicable) <input type="checkbox"/> Final timesheet (if applicable)	
Update Workday <input type="checkbox"/> Submit any leave requests (if relevant) <input type="checkbox"/> Update personal contact details (if applicable) <input type="checkbox"/> Initiate resignation as per Workday user guide	
Computer and email <input type="checkbox"/> Remove personal files from Desktop/Laptop/Tablet (if applicable) <input type="checkbox"/> Prepare 'Out of Office' email message and activate at COB on last day to refer to appropriate contact person Example: <i>Thank you for your email. I am no longer with Flinders University as of [date] and unfortunately can no longer answer your email. Please direct your enquiries to [name of colleague + their job title] at [email]. He/she will be happy to assist you. Please note that your email will not be forwarded automatically.</i>	
Return University property and resources to supervisor <input type="checkbox"/> Mobile phone – Number: _____ <input type="checkbox"/> Laptop/Tablet – Asset No: _____ <input type="checkbox"/> Staff ID and/or other access/ID card/s <input type="checkbox"/> Corporate credit card (clear outstanding transactions and balances if applicable) <input type="checkbox"/> Office/room/filing cabinet keys – label and place in envelope <input type="checkbox"/> Equipment/resources purchased with consulting funds <input type="checkbox"/> Any work equipment at home <input type="checkbox"/> Library books (to library)	
Handover <input type="checkbox"/> Workplan with active work tasks/projects <input type="checkbox"/> List of open finance projects and balances <input type="checkbox"/> Notify Dean (Research) of grant specific rules and compliance (if applicable) <input type="checkbox"/> Ensure finalisation of research related matters, including supervision and PhD students (if applicable) <input type="checkbox"/> Resign from committee membership/s (if applicable)	
Exit discussion <input type="checkbox"/> Discussion with Rural and Remote P&C; and/or <input type="checkbox"/> Online exit survey via Workday (link is automatically sent)	

Supervisor to action	Date completed
<input type="checkbox"/> Send copy of resignation letter/email to P&C (if applicable) <input type="checkbox"/> Certify final timesheet (if applicable) <input type="checkbox"/> Approve any outstanding leave requests on Workday (if relevant) <input type="checkbox"/> Accept resignation or initiate on behalf of employee as per Workday supervisor user guide <input type="checkbox"/> ServiceOne request to remove employee's access to IT systems - Exit staff - IT removal <input type="checkbox"/> ServiceOne request to cancel corporate credit card and advise RRH Finance team. Destroy card. <input type="checkbox"/> Flinders Staff ID Card - collect, destroy and cancel building access via ServiceOne. <input type="checkbox"/> Receive and check condition of returned university property/resources and contact ICT Manager RRH SA & NT to discuss redistribution of resources. <input type="checkbox"/> Update local staff contact lists – delete staff from leave spreadsheet, phone list and Request changes through ServiceOne . <input type="checkbox"/> Building or other access (if applicable) - NT only, all SA buildings accessed by Flinders ID card. Contact Facilities Manager to cease access, physical access card be securely stored on campus and reissued when required. <input type="checkbox"/> Plan for back-fill of position. <input type="checkbox"/> Assign all reporting staff to an alternative Supervisor and inform appropriate staff members of the change (if applicable) – advise RRH P&C. <input type="checkbox"/> Submit RRH Resources Committee submission for replacement/change of position. Link to resources submission docs. <input type="checkbox"/> Engage with RRH P&C Team for any further actions needed.	

Employee	_____ Name	_____ Signature	_____ Date:
Supervisor	_____ Name	_____ Signature	_____ Date:

Attachments

1. Workday employee information
 - a. [Resignation request](#)
 - b. [Retirement request](#)
2. Workday supervisor information
 - a. [Resignation acceptance](#)
 - b. [Resignation on behalf of employee](#)
 - c. [Retirement acceptance](#)
 - d. [End affiliate engagement](#)
 - e. [End contingent worker \(contractor\) engagement](#)