

This form is to be used when a staff member is leaving their employment with the University to ensure any necessary tasks are completed.

STAFF MEMBER DETAILS	
Staff ID: _____	Position Title: _____
School/Branch: _____	Work phone: _____
Title: _____	Family Name: _____
Given names (in full): _____	
Last day of employment (end date after any leave which is taken prior to leaving): _____	

CHECKLIST DETAILS				
No	Actions	Y	N	N/A
1	I have completed the Resignation Advice Form specifying my last day of employment			
2	I have applied via SSO for any leave I am intending to take prior to my resignation/retirement			
3	I have returned all University property including:			
	Laptop other electronic devices			
	Car park permit			
	Building access/staff ID card			
	Credit Cards			
	Motor vehicle			
	Mobile phone			
	Library Books			
	Research documents etc			