

Please work through this checklist with the employee in their last week/days to finalise employment aspects and to prepare for the handover of the role.

- For staff resigning or retiring, the [Notification of Exit](#) form has been completed, accepted by Head of School/Director (Band 6 delegate) and sent to the HR Service Centre (hr@csu.edu.au).
- Outstanding annual, flexi, purchased, sick and special leave applied for on Web Kiosk. Any other leave type that is outstanding to be applied on a leave form and sent to the HR Service Centre.
- Employee has completed the CSU online exit survey. If your employee has not received an email with the link to the exit survey before their last day, please contact the HR Service Centre (hr@csu.edu.au).
- Computer/laptop returned.
- CSU mobile device (e.g. phone or tablet) returned.
- Computer/laptop information updated on Departmental Asset Register - please contact your Administrative Assistant to update your sections register.
- CSU mobile device owner updated on DIT register and Departmental Asset Register (log a Service Desk Request).
- CSU keys returned.
- Library books returned.
- University vehicle(s) returned.
- Any other CSU property returned.
- Visa card collected and sent to the Division of Finance (Travel Office).
- Any financial delegation authorities have been removed and replaced.
- Employee has been removed from staff, email and circulation lists.
- Communications directory has been updated.
- A meeting has been completed with the employee to hand over the role and to provide feedback about improvement and change at the local workplace (e.g. to inform future job design, workforce planning and recruitment actions).