



## Employee Exits: Checklist for Supervisors

*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.*

- ☐ The Notification of Exit form for staff resigning or retiring, has been completed in the [People and Culture Portal](#). Once the employee has submitted the form, the direct supervisor and Employee Services will automatically receive a copy.
- ☐ All outstanding leave (annual, flex, purchased, personal and special leave) has been applied for on Web Kiosk. Any other leave type that is outstanding can be applied for through the [People and Culture Portal](#).
- ☐ Any Public Holiday Substitution has been completed or Employee Services ([dpc@csu.edu.au](mailto:dpc@csu.edu.au)) has been notified, if not taken prior to departure.
- ☐ Employee has completed the Charles Sturt online exit survey. If your employee has not received an email with the link to the exit survey prior to their last day, please contact Employee Services ([dpc@csu.edu.au](mailto:dpc@csu.edu.au))
- ☐ Computer/laptop and related equipment returned.
- ☐ Departmental Asset Register updated with computer equipment information. Contact your Administrative Assistant to update your sections register.
- ☐ Charles Sturt mobile device (e.g. phone or tablet) returned.
- ☐ Charles Sturt mobile device owner updated on the DIT register and Departmental Asset Register – Log a Service Desk request.
- ☐ All Charles Sturt access keys returned.
- ☐ Library books returned.
- ☐ Charles Sturt University vehicle(s) returned.
- ☐ Any other Charles Sturt property returned.
- ☐ Any purchase or travel cards 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 distribution lists.
- ☐ Communications directory has been updated.
- ☐ A meeting has been completed with the employee to hand over the role and to provide any feedback about improvement and change at the local workplace.