# Form – Employee – Exit Checklist

Employee Details **(Manager to complete)**

| | | | |
|---|---|---|---|
| Name of Employee | | | |
| Position | | Date | |
| Reason for exiting | | | |
| Notes | | | |
| Date Notice Given: | | Date of last day worked. | |

Checklist **(Manager to complete)**

| Tasks to be completed (Manager) | Completed | Date Completed | N/A |
|---|---|---|---|
| Advise Edcomp IT:<br>• Remove Computer Profile<br>• Remove Email address<br>• Forward emails to the direct manager<br>• Remove from all the photocopiers<br>• Remove from the email distribution list | | | |
| Advise marketing coordinator:<br>• Remove from website and portal<br>• Update the organisational chart | | | |
| Advise CRM:<br>• Make Inactive in CRM (only deactivate after fortnightly billing period) | | | |
| Upload letter of Resignation to employee file | | | |
| Advise finance on the employees' last working date. | | | |
| Ensure the Final Timesheet is completed. | | | |
| Add Exit date to the Risk Assessed roles spreadsheet | | | |

# Form – Employee – Exit Checklist

| Items to be returned **(if applicable)** | Returned | Date Returned | N/A |
|---|---|---|---|
| Business cards | | | |
| ID card | | | |
| Keys | | | |
| Laptop/Bag/Charger to be returned to office (must be returned to edcomp storage) | | | |
| Mobile phone/Charger (returned to the Morwell office) | | | |
| Provide an exit form or arrange an exit interview. | | | |
| HCW – RCD Device | | | |
| Tasks to be completed by Quality | Completed | Date Completed | N/A |
| Remove employee name from Service agreements. | | | |
| Tasks to be completed by Payroll | Completed | Date Completed | N/A |
| Annual Leave / RDO hours Paid | | | |
| Long Service Leave Paid | | | |
| Withhold Wages | | | |
| Final Payment sent | | | |
| Tasks to be completed by the CEO | Completed | Date Completed | N/A |
| Remove from PRODA | | | |
| Remove/Unlink from NDIS Screening Check | | | |
| Completed By | | Date | |
| Signed | | | |