

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: <ul style="list-style-type: none"> Remove Computer Profile Remove Email address Forward emails to the direct manager Remove from all the photocopiers Remove from the email distribution list 			
Advise marketing coordinator: <ul style="list-style-type: none"> Remove from website and portal Update the organisational chart 			
Advise CRM: <ul style="list-style-type: none"> 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.			

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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			