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| --- | --- |
| **Employee Name** |  |
| **Job Title** |  |
| **Date of resignation/termination** |  |
| **Final date of employment** |  |

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| --- | --- | --- | --- |
| **Task** | **Information Required** | **Who is Responsible?** | **Tick Once Completed** |
| **Employee Departure** |  |  |  |
| Email employee resignation letter and exit interview questionnaire. Book exit interview if requested  Refer to Employee Departure Procedure (QMS) for further Information | HRF-74 Employee Exit Interview  HRF-75 Employee Exit Letter with leave entitlements  HRF-76 Employee Exit Letter with no leave entitlements | **HR** |  |
| Conduct Exit interview if booked | Document exit interview | **HR or Manager** |  |
| Notify managers (specifically finance & relevant department manager) team leaders & Support Co via email of employee departure |  | **HR** |  |
| Ensure employee has provided an updated address for any further correspondence | Updated address details to be kept in both electronic & hard copy employee file located in Finance Office | **HR** |  |
| Remove employee from Kyeema NDIS Worker Screening Check online portal | <https://proda.humanservices.gov.au/> | **HR** |  |
| Kyeema owned property returned including building keys, mobile phone, laptop and badge | **Building keys marked as returned in folder in admin Y/N**  **Laptop marked as returned in folder in admin Y/N** | **HR** |  |
| Block Volopay | Finance to confirm with HR that employee Volopay has been blocked | **Finance** |  |
| Remove access to Kyeema IT System. |  | **In – House IT** |  |
| Remove employee from Kyeema Long Service Leave Portal |  | **Finance** |  |
| Terminate employee on Payroll, paying out any employee entitlements |  | **Finance** |  |
| Archive employee on Sentrient | <https://kyeema.sentrient.online/> | **Training Officer** |  |
| Remove staff details from “All Staff Computer Passwords for Email Accounts” | K:\Admin\Management Team\Management Private Information\ | **In-House IT** |  |
| Remove employee from Group Email list “Staff” and any other relevant group emails |  | **In-House IT** |  |
| Archive staff member in Carelink ensuring Carelink Go is deactivated |  | **In-House IT** |  |
| Archive staff member in Therefore |  | **HR** |  |
| Archive Employee file in Finance manager office |  | **HR** |  |
| Remove employee from PRODA (if relevant) |  | **CSM or CEO or Supports Manager** |  |

**It is the responsibility of the HR officer to notify each department of the tasks to be completed and ensure they are done so prior to filing the Employee Departure Checklist in the employees file**

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| --- | --- |
| **Tasks Completed** | **Tick once completed** |
| **Human Resources** |  |
| **Finance** |  |
| **In-House Training** |  |
| **In-House IT** |  |
| **Corporate Services** |  |

**completed tasks? Yes/No**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resource Officer**

**Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**