

Interchange Shoalhaven Inc.
HR Form: Termination Checklist

Employee Name: _____
 Position: _____
 Termination Date: _____
 Manager/Supervisor: _____

Please Tick:

- Employee Resignation Letter forwarded to Operations Manager
- Final Timesheet Sent to Operations Manager
- Exit Interview Time & Date Organised
- Change of Address Notification Forwarded to Administration (if required)
- Keys Returned and Signed In (if applicable)
- Any IT Equipment Returned and Signed In (if applicable)
- Any Other Interchange Shoalhaven Property Returned and Signed In
- Any Interchange Shoalhaven Training Manuals Returned
- Any Policy/ Procedure Manuals Returned
- Any Interchange Shoalhaven Documentation Returned
- Operations Manager Notified to Disable Computer Login
- All Consumer Profiles and Other Service User Information Returned

 Staff Member Signature

 Date

 Supervisor Signature

 Date

Please forward completed Form to Operations Manager.

**Interchange Shoalhaven Inc.
HR Form: Termination Checklist**

To be completed by Operations Manager

Please Tick:

- Employee Resignation Letter Received
- Final Timesheet Received
- Final Pay processed including any entitlements
- Superannuation Fund Notified
- Separation Certificate completed (if requested)
- Documentation forwarded to administration office for filing

Operations Manager

Date