

Separations and Exit Checklist

Instructions

Employees:

1. Please complete and sign the checklist on your last working day, in conjunction with your manager and return all necessary items.

Managers:

1. Please tick all applicable actions and initial in the right hand column.
2. Please undertake a risk assessment to consider the circumstances of the employee's departure and their obligations.
3. Please take the completed checklist to each of the listed business units for sign off to ensure that all outstanding matters are finalised before the employee leaves the department.
4. Please sign the checklist and return to Business Services.

Business Units:

1. Please tick all applicable boxes and initial in right hand column once each action has been completed.

Employee Details

Employee Name:		Employee Number:	
Classification:		Business Unit:	
Phone Number:		Effective Date of Separation (if applicable):	

Reason for Leaving

<input type="checkbox"/> Retirement	<input type="checkbox"/> End of Contract/Secondment	<input type="checkbox"/> Resignation	<input type="checkbox"/> Dismissal/Termination
<input type="checkbox"/> Ill Health Retirement	<input type="checkbox"/> Transfer to another department	<input type="checkbox"/> Death	<input type="checkbox"/> Early Retirement/Redundancy or Retrenchment
<input type="checkbox"/> Long term leave	<input type="checkbox"/> Student/Work Experience Placement	<input type="checkbox"/> External Secondment	<input type="checkbox"/> Other (Please specify)

Manager of Employee

Initial

<input type="checkbox"/> Email Business Services to log employee as Leaver in JLM with effective date <input type="checkbox"/> Completed Separation in Aurion ESS to advise QSS Payroll (if applicable) <input type="checkbox"/> Processed all outstanding leave and forms in Aurion ESS (If applicable) <input type="checkbox"/> Processed electronic timesheet in Aurion ESS and details of debit hours provided to QSS Payroll (if applicable) <input type="checkbox"/> Confirmed lobbyist activity and updated lobbyist register (if applicable) <input type="checkbox"/> Declared any gifts and benefits (if applicable) <input type="checkbox"/> Completed all supervisor responsibilities for direct reports e.g. PDA and Aurion ESS approvals (if applicable) <input type="checkbox"/> Supported employee participation in the exit interview process <input type="checkbox"/> Collected building access card, official ID card and office keys (doors and cabinets) from employee <input type="checkbox"/> Collected corporate credit card and Cabcharge/e-tickets from employee <input type="checkbox"/> Collected all portable items from employee for return to IT Service Desk (level 28) and advised employee that any personal data (e.g. photographs, contacts, text messages) stored on the device will no longer be accessible once the device is returned: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Departmental Smartphone and accessories (employee has signed off iCloud / iTunes accounts and provided passcode)</td> <td><input type="checkbox"/> Device Carry Bag/Compendium</td> </tr> <tr> <td><input type="checkbox"/> Departmental device (MS Surface Pro4, MS Surface Book, MacBook Pro, iPad Pro)</td> <td><input type="checkbox"/> Additional power supply (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Keyboard</td> <td><input type="checkbox"/> Next G Data Card / Mobile Wi-Fi hotspot (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Charger</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mouse</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pen</td> <td></td> </tr> </table>	<input type="checkbox"/> Departmental Smartphone and accessories (employee has signed off iCloud / iTunes accounts and provided passcode)	<input type="checkbox"/> Device Carry Bag/Compendium	<input type="checkbox"/> Departmental device (MS Surface Pro4, MS Surface Book, MacBook Pro, iPad Pro)	<input type="checkbox"/> Additional power supply (if applicable)	<input type="checkbox"/> Keyboard	<input type="checkbox"/> Next G Data Card / Mobile Wi-Fi hotspot (if applicable)	<input type="checkbox"/> Charger		<input type="checkbox"/> Mouse		<input type="checkbox"/> Pen		
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<input type="checkbox"/> Mouse													
<input type="checkbox"/> Pen													

Manager of Employee cont.	Initial
<input type="checkbox"/> Removed access or deactivated any social media accounts, online software or licenses used for official purposes, e.g. Sine, Vision 6, Eventbrite, JLM, Staples, Survey Monkey, Condeco meetings cancelled etc. (if applicable) <input type="checkbox"/> Collected all official documents (including files - hard and soft) from employee <input type="checkbox"/> Collected Official Passport and diaries (if applicable) <input type="checkbox"/> Cancelled or transferred subscriptions to publications or memberships paid for by the department (if applicable) <input type="checkbox"/> Collected Protocol car keys and fuel card and e-tag has been left in vehicle (if applicable)	

Manager Risk Assessment

The employee's manager must undertake a risk assessment to consider the circumstances surrounding the employee's departure to ascertain if it is necessary to raise additional awareness with the employee of their obligations to State of Queensland ("the State") when leaving.

To perform the risk assessment, please answer the following questions and include any additional questions in the space provided below:

Questions:	Yes/No	Comments
Does the employee have access to a system and/or information of a commercial, confidential and/or sensitive nature?		
Did the employee perform a role that was involved in the development of intellectual property?		
Does the employee control any assets with known vulnerabilities?		
Could the employee's new position have an association with a lobbyist?		
Is the employee leaving to commence with an organisation that provides services to their former area?		

Action required:

- If you answered yes to any of these questions:
 - discuss the risk assessment with the employee and refer to the [Managing Conflicts of Interest Policy](#) to determine if the employee's current or future circumstances are considered an actual, potential and perceived conflict; and
 - outline all necessary action taken in the space provided below.

Action taken:

Manager Certification

I hereby certify that:

- All action has been taken to fulfil my responsibilities outlined in the [Corporate Policy "Separations and Exit Interviews"](#) and there are no outstanding actions or issues in relation to the above;
- The risk assessment has been completed and all necessary action has been taken and is detailed above;
- The employee has been informed that any intellectual property developed or used whilst with the State, unless otherwise provided for in a written agreement between them and the State, remains with the State on their departure; and
- The employee has been informed about their obligations under the [Criminal Code Act](#) relating to the unlawful disclosure of information or documents obtained by virtue of their public service employment including their obligations after leaving the public service employment as per the [Queensland Lobbyist Code of Conduct](#) and [Post Separation Employment Provisions](#).

Manager Name:	Position:	
Signature:	Date:	

Employee Certification

All Staff

I hereby certify that:

- I have returned all official information (both hard and soft copies, including those on portable storage devices), and all government property in my possession as indicated on this checklist;
- I understand my responsibilities under the [Public Sector Ethics Act](#) and the [Code of Conduct for the Queensland Public Service](#), including the ethics principles and values;
- I understand my responsibilities under the department's [Managing Conflicts of Interest Policy](#) and related documents referred to in that policy;
- I understand that giving notice does not end my obligations under the department's [Managing Conflicts of Interest Policy](#) to disclose any possible conflict of interest and to cooperate in managing it;
- I will not disclose to any person or make use of confidential information obtained by me during the course of my employment with the Queensland Public Service;
- I have been informed of and understand my obligations under the [Criminal Code Act](#) relating to the unlawful disclosure of information or documents obtained by virtue of my public service employment including my obligations after leaving public service employment; and
- I understand personal data (such as photographs) stored on departmental devices may be irretrievable once the device is returned and I will make no claim against the State in relation to any loss of personal data stored on departmental devices.

Additional certification required for Chief Executives and SES Officers (or equivalent)

I hereby certify that:

- I am aware of and understand my obligations under the [Queensland Lobbyists Code of Conduct](#) and the [Post Separation Employment Provisions](#), including the applicable quarantine periods for the conduct of business meetings with departmental staff.

Employee Name:

Position:

Signature:

Date:

Business Units

Facilities Coordination

Initial

- Cancelled ID card on Protective Services online site and destroyed ID card
- Cancelled and returned building access card (once received from unit)
- If the person is moving to an agency within 1WS building access card to be updated to new agency's name and cancel access to secure areas/floors
- Cancelled car park and card (if applicable)
- Mobile number transferred to another department or personal account (if applicable)

Travel

- Removed CTM system access and deactivated profile (if applicable)
- Removed corporate card details from CTM system (if applicable)

Financial Services

- Finalised all eForm transactions and removed eForm and SAP access
- Finalised all corporate card transactions, approvals and reconciliations and arranged for return of card and removal from ProMaster system
- Finalised outstanding petty cash advances, reconciled and acquitted
- Outstanding travel advances acquitted
- Cabcharge card / e-tickets acquitted
- Ensured any overpayments (e.g. salary) are finalised prior to staff departure
- Other financial matters finalised

Information Services/IT Service provider

- Departmental Network access removed
- All portable items collected, including:
 - Staff with BYOD - emails disabled from smartphone
 - Departmental device (MS Surface Pro4, MS Surface Book, MacBook Pro, iPad Pro)
 - Keyboard
 - Device Carry Bag/Compendium
 - Charger
 - Pen
 - Mouse
 - Additional power supply (if applicable)
 - Next G Data Card / Mobile Wi-Fi hotspot (if applicable)
- Departmental smartphone and accessories received and service number cancelled

Business Units cont.

Human Resource Services

- Confirm separation submitted in ESS (if applicable)
- Identify outstanding transfer entitlements finalised (if applicable)
- Identify transfer and appointment or significant training expenses to be refunded (if applicable)
- Confirm with Manager if there are any outstanding leave applications, that timesheet scanned and saved in TRIM and details of debit hours are provided to QSS Payroll (if applicable)
- Recruit replacement for special duties (Firewarden, First Aid Officer, Health & Safety Rep etc.)
- Confirm exit interview and survey completed (if applicable)
- Remove iLearn access
- Forward original leaver checklist to QSS to place on personnel file

Privacy Statement

The State of Queensland through the Public Service Commission (the Agency) is collecting your personal information to administer the Agency's employment separation process. Personal information contained in the form will be retained on your employee record as required by the Public Service Commission's "Employment Separation Procedures" directive and will only be accessed by authorised officers within the Agency. The personal information contained on the form may be disclosed to Queensland Shared Services (QSS) within the Public Service Commission, being the Agency's provider of human resource services. Your personal information will not be disclosed to any other person or agency without your prior consent or unless authorised or required by law.

Further information on the Agency's use and disclosure of personal information can be found at <https://www.qld.gov.au/legal/privacy>.