

People and Organisational Development

CHECKLIST FOR DEPARTING STAFF

The following checklist is to help and guide you through the departing staff procedure. Upon completion this document should be filed on your employee's School/Institute/Section file

Name of Employee _____

Part I – MANAGER to complete prior to staff members last day

Please contact the staff member and advise of the expected handover responsibilities, including hardcopy files, electronic files and email. Also include any other exit procedures that are specific to your individual department with particular attention to:

- Departmental exit provisions for; laboratory facilities, biological collections or products, chemical substances, radioactive materials or apparatus, including items held in specialized storage (e.g. cold rooms) as applicable.
- If employee is research active, in consultation with a contracts advisor in Research Management Services, ensure proper handover of research contracts, including budget management and obligations relating to protocols involving human or animal research and any other critical records.
- Ensure that staff member is aware of and understands the University policy on intellectual property.
- Please email the HR Helpdesk (HRHelpdesk@massey.ac.nz) any leave that is to be taken prior to the last day as soon as practicable. Approving leave in advance is not recommended when an employee is working out their period of notice.
- Relocation - If the staff member has been appointed within the last three years, and required relocation assistance, please check with HR Helpdesk as a proportion of relocation costs may be payable to the University.
- Distinguished Friend of Massey ID card – the employee may be entitled to this card. Please have either the Head of School/Institute/Section or Pro Vice-Chancellor's Executive or Personal Assistant complete the form.
- No University records must be removed from the University, nor can they be destroyed, unless in accordance with the University recordkeeping policies and procedures. Click this [link](#) or navigate to '<http://irm.massey.ac.nz>' to access guidelines on 'Managing Records for Departing Staff'.
- Log a job with ITS Helpdesk (via AskIT, <http://askit.massey.ac.nz/> or by ringing 82111) to transfer data from hard, personal and/or shared drives to the University or unit's recordkeeping systems; deactivate email account and if applicable website reference. Any remaining files to be purged following the de-activation of the user ID where appropriate. Please provide room, building and phone number.
- For Shado MX users, log a job with ITS advising them of the departure and specify the handover arrangements.
- Make arrangements with HR Helpdesk to ensure changed authorities for MyHR (Manager and Leave Administration) and ImpelHR systems are in place if applicable.

At end of last day

- Clear/change all passwords including network, phone & voicemail access
- Clear/change outlook & shared drive access
- Return Staff ID card to HR Services, PN202
- Emergency Backpack is to be returned to the School/Institute/Section
- Advise HR Helpdesk (HRHelpdesk@massey.ac.nz) if employee has received significant honours or achieved high distinctions i.e. Order of New Zealand, Order of Merit, Honorary doctorates, Academic medals, Literary prizes etc
- Complete a "Cancel Massey University Credit Card" form, available on: [Finance and Asset Management](#)
- Return access card and keys to your Manager, and building access deactivated
- Cancel financial delegations / signature authority with Risk Management Office
- If required ensure formal handover of registers, protocols, agreements or critical documents which have specified retention requirements

Revoke Access:-

System	Who to Contact
FinanceOne, Citrix, CHiM, SAS License, SMS, CMS	ITS
Contract Management System	Risk Manager
PSe Access	HR Services Manager
SharePoint	Site Owner or ITS
Safe Records	IRM Manager (irm@massey.ac.nz)

Part II – EMPLOYEE to complete prior to your last day

Please advise the following groups of your last date of employment.

- If you are contributing to a superannuation scheme administered by the University, please contact the HR Helpdesk to discuss options available and necessary arrangements.
- If you are a Kiwisaver member please advise your scheme provider of your departure.
- If you are a member of the Massey University healthcare group scheme (Southern Cross) you should contact the scheme provider to discuss your options for continuing healthcare.
- If you are a member of the Voluntary Workplace Insurance Scheme, you should contact the scheme provider Marsh on 0800 467 637, to ensure continuation of cover.
- If you are a member of the union please notify them directly of your departure.
- Ensure your recordkeeping responsibilities are met – Please note that any records created during your employment are the property of the University. All physical and electronic storage of your records should be considered as part of your records handover procedures.
- Disposal of records should only be done in accordance with the University recordkeeping policies and procedures. Ensure that all your personal data and information (files, music, photos, videos, etc) are either removed or deleted from computer, network drives, email and any physical storage. Navigate to '<http://irm.massey.ac.nz>' to access guidelines on 'Managing your records and information before you leave the University or transfer to another unit'.
- If you currently hold a position on a committee or board, please advise appropriate secretaries of your departure date.
- If you wish to retain your car parking arrangement contact the Facilities Management Helpdesk to discuss available options.
- Ensure any planned annual leave that is to be taken prior to your departure date is recorded and approved in MyHR. Early notice is required to ensure final payroll calculations are correct.
- Your final pay will be direct credited in to your bank account on the fortnightly payday following your last day of employment. If this is not suitable please contact the HR Helpdesk on ex 85299 at least 14 days prior to your final day. Your final payslip will be posted to you at the residential address we have on file. Please check via MyHR that what we have on file is correct and update if needed, prior to your final pay being paid.
- You would have received an exit questionnaire via email or post, and your comments on your time at Massey would be appreciated. If you have not yet received this, please visit the [Leaving Massey](#) section of the People and Organisational Development website for a link to the online questionnaire.
- If you wish to receive DefiningNZ and the MASSEY magazines following your departure from the University, please email alumni@massey.ac.nz.
- All staff leaving their employment at Massey are eligible, and are encouraged to register as Alumni. Please read and complete the enclosed brochure from Alumni should you wish to join.

Please be aware that at the conclusion of your employment, any deductions from your salary that you have authorised will cease, including any applicable Union fee deductions. Should you accept further employment with the University you will need to authorise the recommencement of any such deductions.

On your last day

Items to be returned to your Manager or Departmental Administrator (if applicable)

- Staff ID card
- University equipment including:-
 - Computer / laptop
 - Cellphone
 - Research equipment
 - Uniforms, PPE, PPC
- Office keys and building access card All filing cabinet keys, safe/vault keys or combinations
- Complete a "Cancel Massey University Credit Card" form, available on: [Finance and Asset Management](#)
- Budget rental card
- Taxi card
- Return any outstanding library books to any Massey University campus library.
- Return Emergency Backpack to your Manager.
- Return parking access card to Facilities Management on your campus or discuss available options to retain your car park
- Pay any outstanding fines from library or carparks.
- Discuss with the administrator the treatment of mail arriving after departure.
- If you are in a supervisory role ensure that budgetary records and employee files held by you are up to date, filed in paper form and if possible handed over to successor.

Employee Signature: _____ **Date:** _____

Managers Signature: _____ **Date:** _____