

Purpose and general rules

The Staff Exit form is for completion by managers and supervisors when an employee ceases employment at Federation University Australia. After submission of the employee resignation, the manager/supervisor must ensure the exiting employee also completes a Staff Exit form.

The Staff Exit form does not replace the need for a manager/supervisor to accept and forward the employee's resignation to HR.

The online form is the formal request for the employee to return any University property, and includes the following areas:

- Library Services
- Facilities Services
- Information Technology Services (ITS)
- Finance
- Risk, Health and Safety

After the Staff Exit form is submitted an email notification is sent to the manager/supervisor as confirmation of the request and displays the employee's name and date of departure.

Contents

This reference guide has been divided into the following sections

End-user guide	2
Task fulfiller guide	3
Technical support	3

Warning: uncontrolled when printed.

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End-user guide

Staff Exit form

Details entered into the form will be used by various business areas to get in touch with you and your manager/supervisor in the recovery of University assets.

Your personal email must not be a FedUni address. Any outstanding messages following your departure from FedUni will be sent to this address.

If you have not previously given your resignation letter to your manager, you may do so on this form using the attachment facility. <This is not encouraged; a resignation should be treated as a separate process to the staff exit.>

Please select your line manager/supervisor from the list if present, otherwise select the nearest line manager available.

The 'On behalf of' field allows a manager/supervisor to submit the form on behalf of an employee if the employee fails to do so.

Fields marked with an * are mandatory.

Staff Exit

* On behalf of

* Campus Location

* Building/Room

Building or room not listed?

* Last date of employment

* Last date at work

* Personal phone

Please include country code if applicable

* Personal email

* Reason for vacating position

* Certify
I certify that I have fulfilled my obligations under the current Union Collective Agreement as in force.

* Certify
Resignation letter has been given to manager.

* Manager

Required information On behalf of Campus Location Building/Room Last date of employment Last date at work Personal phone Personal email Reason for vacating position Certify Certify

 Add attachments

Task fulfiller guide

The details you enter into the form will be used by various business areas to contact you and your manager/supervisor in the **recovery of University assets**. The areas you and your manager may expect to be contacted from are:

- Library Services
- Facilities Services
- Information Technology Services (ITS)
- Finance
- Risk, Health and Safety.

Technical support

Can't find the answer to your question above? For all enquires relating to:

- login credentials;
- login issues; or
- form functionality issues;

Contact the ITS Service Desk by telephoning 03 5327 9999 or log a job via the Service Desk portal.