UNIVERSITY of OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

Human Resources Division

Departmental Exit Procedures Checklist

This checklist should be completed for each staff member who resigns/retires from their position.

Name of Staff Member:	
Department:	
Position Title:	
End Date:	

Pre-Exit Preparations	✓
Check the date of resignation/retirement is appropriate as per contractual period of notice	
Letter of resignation/retirement to be accepted by head of department and/or director before sending original to Divisional Office. Then follow up it has been progressed to HR	
Notify department/divisional staff of resignation/retirement. Check with staff member to ascertain when it can become public knowledge	
Organise payment of any personal expenses on University p-card if relevant	
If a leave approver, ensure someone else has system access to do this (Email: payroll@otago.ac.nz)	
If an online timesheet approver, ensure someone else has system access to do this (Email: payroll@otago.ac.nz)	
If a FinanceOne or Marketsite approver, ensure someone else has access to do these	
If a budget holder, ensure someone else has delegation to approve expenditure	
Check the Staff Web Kiosk to ensure all annual and sick leave already taken, has been entered into the system	
Advising the Research Office (if employee was engaged in research and/or grant related work)	
Organise replacement cover for departmental roles such as Fire Warden, First Aid, DHSO, DIF etc	
Organise farewell function	
Obtain University staff ID card and forward it to the Proctors Office, notifying the Security Office to deactivate swipe card access	
Arrange for removal from University phonebook and department website	
Obtain office keys, if relevant	
Obtain University p-card, if relevant	
If staff member has a role based email account, organise for this to be transferred to another staff member	
If there is a genuine need for continuing access to University IT services this needs to be arranged via the External Username/ID Card Access Request Form	
Remove financial delegations and access to Finance One. (Forms can be found at: http://www.otago.ac.nz/financialservices/FSDForms/index.html)	
Remove any work related systems access (e.g. Business Objects - Contact: ITS Service Desk, Extn: 8888, Email: its.servicedesk@otago.ac.nz)	

Identify work to hand over to others	
Enter final online timesheet, if relevant	
Ensure staff member removes all personal belongings from work area	
Staff member Exit: Information and Records Management Procedure-2017	
Purpose	
The purpose of this document is to provide practical guidance for managers when staff leave the office permanently or for an extended period of time, to ensure that University information is not lost. This document is a guide in addition to the Departmental Exit Procedures Checklist created by Human Resources.	
Audience	
This guide has been written for managers with staff responsibility. However, it can be also used by any staff member to note the important areas that need to be considered in order to manage information and records during absences.	
Resources	
If further assistance is required, please contact the Senior Information Advisor, Office of Risk, Assurance and Compliance.	
Steps for manager to follow	
The trigger for action by the manager is awareness that a staff member will leave their position either permanently or for an extended period of time.	Tick
1. Arrange a time to meet with the staff member as soon as they are aware that the staff member will leave their position.	
2. Information is gathered about the various areas where records are kept, e-mail, personal drive, USBs, shared drives, OURDrive, OneDrive and any others as well as paper records.	
3. Manager requests that staff ensures all University information and records are in the correct systems before departure time. **Electronic** a. Personal e-mails are removed from University e-mail b. Information and records in USBs are moved to the correct location, either OURDrive, shared drives, or any other pre-approved system. c. Records stored in personal drives or OneDrive (the personal space in OURDrive) are moved to the team sites in OURDrive or shared drives as appropriate. d. All records must be correctly named with the correct metadata attached as appropriate. e. A time line is agreed for the work to be completed (a week before departure, allows remedial action to still take place). **Paper** a. Paper records that have not been correctly filed are filed as per office systems. b. Convenience copies are destroyed. c. Any records that need to be sent to Corporate Records Services (CRS) are boxed as per CRS instructions and arrangements made to send them by an agreed deadline (as per electronic, one week prior to leaving is advisable). d. All records are correctly named.	
4. At an agreed time manager makes a visual check that there are no electronic University records in personal locations, such as one drive in OURDrive or USBs. Manager also checks that all electronic files moved onto University system/s are correctly named and have appropriate metadata. If staff have been managing records correctly, there should not be many to move/check. Spot checks are recommended.	
5. Manager checks that paper University records have been filed away or sent to CRS and that no University records are left in filing cabinets unless clearly labelled or part of a current filing system.	