# Human Resources Division

## Campus Temps End of Engagement Checklist

### Details

<table>
<thead>
<tr>
<th>Name of Temp</th>
<th>Employee No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>End Date</td>
</tr>
<tr>
<td>Position Title</td>
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</tbody>
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### End of Engagement Preparations

- If a Talent2 leave approver, ensure access is re-assigned to a team member
- If a Talent2 on-line timesheet approver or administrator, ensure access is re-assigned to a team member
- If a CASPER approver or Hiring Manager access is re-assigned to a team member
- If a FinanceOne or Marketsite approver, ensure access is re-assigned to a team member
- If a budget holder, ensure another team member has delegation to approve expenditure
- Any other department or University system, ensure another team member has access/delegation
- If holds a department administrative responsibility, ensure a team member will undertake (e.g. DHSO, DIF, committee secretary, key contact, etc)

### On Last Day

- Obtain University staff ID card or office keys, if relevant
- Obtain University p-card, if relevant
- Obtain any other University property, if relevant
- If temp has a role based email account, organise transfer to another team member
- Remove any work related systems access such as E:Vision, Business Objects, Talent 2, shared folders (Contact: ITS Helpdesk, Extn: 8888, Email: its.helpdesk@otago.ac.nz)
- If temp has CASPER access, advise Payroll to cease access (email payroll@otago.ac.nz)
- Complete / sign final timesheet
- Remove name and contact details from University phonebook and department website
- Obtain University staff ID card or office keys, if relevant
- Obtain University p-card, if relevant

### Checklist Completed

**Supervisor:**

**Signature:**

**Date:**

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NB: Removal of access to Finance One is arranged by Campus Temps / FSD