Human Resources Division

Campus Temps End of Engagement Checklist

Details			
Name of Temp		**Employee No**	
Department		**End Date**	
Position Title			

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:

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