

Purpose: This guide applies to staff members upon resignation or retirement at the university and assists with submitting an online End of Employment request. This guide does not apply to non-paid staff members (non-paid contactors, volunteers, work experience etc.).

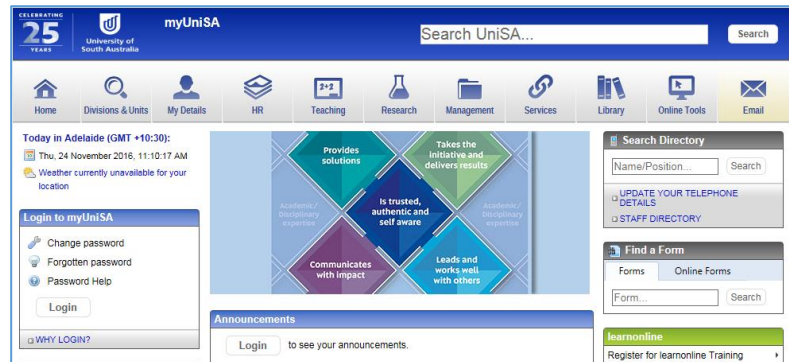
This guide will also provide further information on approvals and your requirement to complete an Exit Checklist with your Line Manager prior to your last working day.

i Your Manager or a Human Resources team member can submit a request on your behalf. When this occurs, you will receive an email notification requesting you to review and accept the request. A hyperlink to the task will be provided in the notification.

Access the online End of Employment request

1. Log in to the staff portal by navigating to <https://my.unisa.edu.au/public/staffweb/>

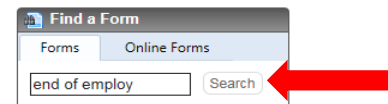
The Staff Portal is displayed



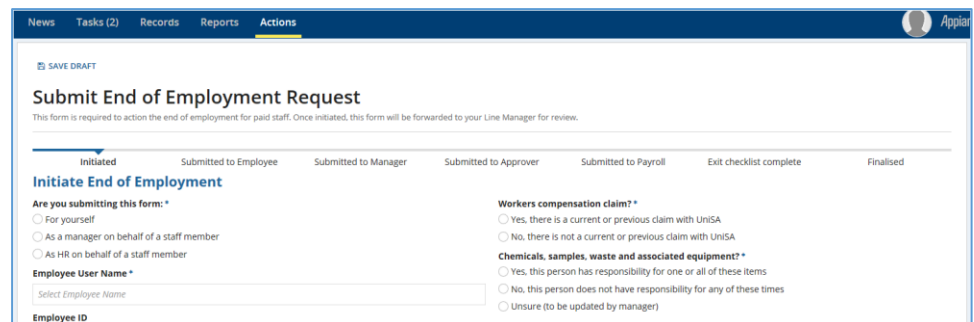
2. To access the online End of Employment request, either search in **Search UniSA**, or go to **Find a Form** and select the **Forms** tab. Type 'end of employee' in the form search, select **Search**. Click on the hyperlink provided.

You may need to enter your network user ID and password.

end of employment



The **Submit End of Employment Request** page is displayed.



Initiate the request

1. Select the radio button **For yourself**.
2. Select the **Reason for end of employment** from the drop down and choose the relevant reason (Resignation or Retirement).
3. Choose a date for **Last day of employment**, along with the **Last day at work**.



Note: For fixed term contracts, enter last day at the university (which may not be the same as contract end date).

4. Provide a forwarding email address and phone number where you can be contacted after you leave the university.
5. If you would like an exit interview arranged, select **I would like an exit interview**. Note, this is separate to the standard Exit Checklist. From the drop down that appears, select who you would like the interview to be with. Your HR Business Partner will arrange this on your behalf.
6. Indicate if there is a **Workers compensation claim** outstanding.
7. Indicate if you have been responsible for any **Chemicals, samples, waste and associated equipment**.

Submit End of Employment Request

This form is required to action the end of employment for paid staff. Once initiated, this form will be forwarded to your Line Manager for review.

Initiated
Submitted to Manager
Submitted to HR
Submitted to Approver
Submitted to Payroll
Exit checklist complete
Finalised

Initiate End of Employment

1 Are you submitting this form? *

For yourself

As a manager on behalf of a staff member

As HR on behalf of a staff member

Employee ID

5 Exit interview?

I would like an exit interview

I do not wish to participate in an exit interview

2 Reason for end of employment *

—Select a Value—

6 Workers compensation claim? *

Yes, there is a current or previous claim with UniSA

No, there is not a current or previous claim with UniSA

3 Last day of employment @ *

dd/mm/yyyy

7 Chemicals, samples, waste and associated equipment? *

Yes, I have responsibility for one or all of these items

No, I do not have responsibility for any of these items

4 Last day at work @ *

dd/mm/yyyy

Forwarding Email @

Phone Number @

Check your postal address

Your postal address (stored in **MyHR**) will automatically appear. Please check and amend these details if required, as future documentation will be forwarded to this address.

Postal Address

Address Country	Country
Australia	Australia
Address Line 1	Postcode
21 Debenham Court	5125
Address Line 2	State
	SA
Suburb	
Greenwith	

Employee declaration

Please read and accept your acknowledgement of the statements and conditions in the **Declaration** section. These are mandatory prior to submission of your End of Employment request.

Declaration

- I certify that all details provided are correct and, in accordance with the applicable industrial instrument, authorise the University to deduct from my final pay, any leave taken in advance of my entitlement.

Prior to my last day of employment, I will:

- Return all University property prior to leaving.
- Complete the exit checklist (to be provided via email) and local area checklist (if applicable) with my supervisor on, or prior to my final day of employment.

*** University credit card transactions?** I agree to acquit all my University credit card transactions to finalise my account. Not applicable

Submitting your request for approval/processing

The below approval process will take place once you submit your request.



Note: This online request does not substitute a resignation letter. Your resignation should be communicated to your manager prior to submitting this request.

Finalise your request with the following:

1. From the drop down, select the appropriate **Line Manager** who will endorse the request.
2. Written advise needs to be attached to the request. Select **Upload** to do this. Any document format is accepted and multiple documents can be uploaded.
3. Add a **Comment** if necessary (not a mandatory requirement).

Click the **Submit to Line Manager** button. An email notification will be sent to your chosen Line Manager for review and processing.

Line Manager *

-- Select a value --

Supporting Documentation

In order to submit this form, you must attach evidence of resignation, retirement or termination.

Upload	Download
<input type="button" value="UPLOAD"/>	<input type="button" value="Download"/>

Comments

2000/2000 character(s) remaining

Sending for Review

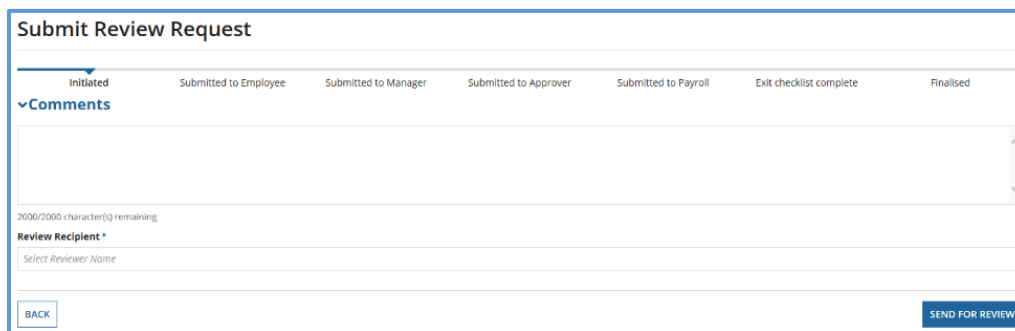
In most stages in the process, users will notice a **Send for Review** button at the bottom right side of the screen. Send for Review is a helpful tool to be used to send the request to other people for their input or feedback.



*The Send for Review function **IS NOT** a request for approval. It simply provides a mechanism to communicate to people who are not part of the approval process. Care should be given to keep employee confidentiality.*

Sending the request for review will stop the process until the review is complete and sent back to the person who requested the review, at which point the request can be forwarded for approval.

When sending a review request, select a person and enter a comment/message. An email notification will be forwarded to the recipient of the request. An email will also be forwarded to you when the review is completed. You can then proceed with the approval process.



The Exit Checklist

Prior to, or on your last day at the University, your supervisor will walk through the Exit Checklist. The exit checklist is mandatory and is conducted to ensure the following has been completed:

- University assets have been returned
- Electronic access cards and room keys are returned
- Considerations are made for existing email accounts and redirection of future emails
- 'Out of office' messages are activated for email accounts
- Additional checklists for local procedures (if applicable) are undertaken.

Tracking the progress of your request

Track the progress of your request by clicking on the **Records** menu.



Select **End of Employment Records** from the list displayed. Your record will appear in a table. Click on the hyperlink to open.

Email notifications

A number of email notifications have been created to inform the staff member of an outstanding action or decision within the end of employment process. Appian generated emails will be sent from a UniSA BPI address. A description of each email is provided below.

- If a Manager or HR have submitted a request on your behalf, an email is sent to you requesting you to complete the Declaration section of the request.
- Exit Checklist notification is sent after the Line Manager has reviewed and acknowledged your end of employment request.
- A reminder email will be sent every 48 hours if the Declaration section of the request is not completed.

Dear Darrin Wallace

An End of Employment request has been submitted on your behalf.

Please check the submission and complete the 'Declaration' section. This section must be completed for payroll to process your final pay.

Please review this submission via the following link:

[Review End of Employment submission](#)

Last day of employment: 25/03/2017

Last day at work: 04/03/2017

If you would like further information or clarification regarding this submission, please contact Human Resources.

Online Administration with Appian

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.