



## H-S 32.1 – Employee exit checklist

For manager (or delegate) to record the return of property and information on a staff member's last day of employment

Worker's Name (please print):	Position:
Site:	Last day:
Name of Person completing this form:	

Tick yes to confirm the item was returned to Scouts NSW	YES	NA	COMMENTS
<b>Property Returned</b>			
Lap top, including charger			
Security Swipe card (State Office Only) ➤ <i>If not returned, contact IT to disable the card ASAP</i>			
Office keys (Region offices only)			
Mobile Phone			
Lifestyle Card (State Office Only)			
Soft copies of work documents saved to appropriate directory			
Hard copies of important work archived / handed to manager			
IT notified to disable Scoutlink and email access (or redirect email)			
IT notified to update Scout link			
Credit Card/Debit card			
Corporate On-line token			
<b>TO be issued to terminating employee:</b>			
Certificate of Service			
Separation Certificate			
Other:			

Please submit a photo or scanned image of this completed form to Assistant Accountant C/O Scouts NSW State Office [info@nsw.scouts.com.au](mailto:info@nsw.scouts.com.au)



Scouts Australia NSW

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