Submitting a Staff Exit Form online

Please note  |  This form does not replace the need for a Supervisor/Manager to accept and forward the employees’ resignation to HR. This must be completed as soon as possible.

Employee section  ................................................................................ 1
Manager section  ................................................................................ 6

Employee section

1. To submit a Staff Exit Form click on the Employee tab.
2. Click on the *Forms* button.

3. Click on the *Create New Form* button.

4. Select *Staff Exit Form* from the drop-down menu.
5. The Staff Exit Form will now appear for completion.

5.1 Please replace this text with your name to allow for easy identification.

5.2 Complete the Employee Information section only.

5.3 Then click Submit.
6. Select your Supervisor/Manager from the drop-down list and click **Send To**.
Manager section

1. In ESS under the Manager tab a new Action To Do item will appear. Click on the blue link to complete the form.

2. This will show any Form Requests pending.

The approver can then:

- View
- Edit

or Approve the request.
3. In the first instance select *Edit* to complete the form.

3.1 Go through the checklist with your employee and complete any relevant fields.

- **Reason for vacating positions**: Retirement
- **TO BE COMPLETED BY SUPERVISOR**
  - **Checklist**
    - 1: N/A
      - Staff ID / Electronic Access Card(s) / Key(s) returned to Facilities Services
    - 2: N/A
      - Parking permit returned to Facilities Services
    - 3: N/A
      - Access removed from MyFinance - confirmed with Associate Director Financial Accounting and Systems
    - 4: N/A
      - Purchasing Cards, completion of outstanding statements, card returned to Finance, and authority cancelled - confirmed with Associate Director, Financial Accounting and Systems
    - 5: N/A
      - Any outstanding debt with FedUni has been paid - confirmed with Associate Director, Financial Accounting and Systems
    - 6: N/A
      - Cancelled delegated financial authority/signing authority - confirmed with Executive Assistant, Finance
    - 7: N/A
      - Library materials returned and any fines paid - confirm with Library staff
    - 8: N/A
      - Change employee’s status with Library staff, re-borrowing privileges

3.2 Then click **Accept**

On the following screen click **Confirm** to finalise and forward to HR.