EMPLOYEE EXIT CHECKLIST FORM

NAME OF EMPLOYEE		SURNAME		
EMPLOYEE NUMBER		ID NUMBER		
NAME OF DIVISION/UNIT		CONTACTS	MOBILE	
			LANDLINE	
			EMAIL ADDRESS	
APPOINTMENT DATE		RESIGNATION /TERMINATION DATE		
FUTURE/PRESENT POSTAL ADDRESS				
FUTURE/PRESENT PHYSICAL ADDRESS				

EMPLOYEE EXIT CHECKLIST FORM

SECTION A

HUMAN RESOURCES MANAGEMENT UNIT			
Name and surname of Human Resources Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES SIGNATURE**	**HR PERSONNEL SIGNATURE**
Resignation /Termination letter			
Acceptance of termination letter approved by the CEO			
Performance assessment review by the end of the period			
Other : (name)			
DEACTIVATEDAS SYSTEM USER :			
Deactivated on VIP payroll system as user	Yes	No	
Deactivated on ESS system as user	Yes	No	
Other items / Systems			
Other items / Systems			

EMPLOYEE EXIT CHECKLIST FORM

Section B

ADMINISTRATION UNIT					
Name and Surname of Administration Personnel					
Position					
ITEMS			**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**ADMINISTRATION PERSONNEL SIGNATURE**
Office Keys	**Yes**	**No** X			
Petrol card	**Yes**	**No**			
Other : (name)	**Yes**	**No** X			
DEACTIVATEDAS SYSTEM USER :					
Deactivated as QCTO alarm system as user (Alarm code)			Yes	No	
Other items / Systems					
OTHER RECORDS(NAME DOCUMENT /FILES)					
1.					
2.					

EMPLOYEE EXIT CHECKLIST FORM

SECTION C

FINANCE AND SUPPLY CHAIN MANAGEMENT UNIT					
Name and Surname of Finance and SCM Personnel					
Position					
ITEMS			**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**FIN&SCM PERSONNEL SIGNATURE**
Deactivated as Payroll system as user(ESS and VIP)	**Yes** ✔	**No**			
Deactivated as Finance system as user(SAGE Evolution and Case-ware)	**Yes** ✔	**No**			
Deactivated as bank signatory	**Yes** ✔	**No**			
Other items /systems					
ASSETS HANDOVER :					
Floor number					
Office number					
Extension number					

EMPLOYEE EXIT CHECKLIST FORM

ASSETS DETAILS :				
DESCRIPTION	ASSET BARCODE	MAKE	MODEL	SERIAL NUMBER

HANDED OVER TO IN FINANCE AND SCM		
MOVEMENT APPROVED BY SECTION HEAD (CFO / CHIEF DIRECTOR /DIRECTOR /DEPUTY DIRECTOR /ASD)	ASSET/S HAND OVER TO FINANCE	CONFIRMED BY USER(FINANCE/SCM)
Name	Name	Name
Rank	Rank	Rank
Signature	Signature	Signature
Date	Date	Date

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		

PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION D

INFORMATION COMMUNICATION TECHNOLOGY UNIT							
Name and Surname of ICT Personnel							
Position							
ITEMS					**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**ICT PERSONNEL SIGNATURE**
Laptop	**Yes**	**No**	**Bar code**				
			Serial no				
Desktop	**Yes**	**No**	**Bar code**				
			Serial no				
Access card	**Yes**	**No**					
Other items (Name items below)							
1.			**Bar code**				
			Serial no				

EMPLOYEE EXIT CHECKLIST FORM

DEACTIVATE AS SYSTEM USER						
Deactivate as Bio-metric access user(Access to building)	Yes	No				
Deactivate as domain account user(Email and account)	Yes	No				
Deactivate as MIS user	Yes	No				
Deactivate as system user (Name)						
Deactivate as system user (Name)						
OTHER RECORDS(NAME DOCUMENT / FILES)						
1.						
2.						
PROJECTS HANDOVER (NAME OF THE PROJECT)						
1.						
2.						

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION E

MARKETING AND COMMUNICATIONS UNIT			
Name and Surname Marketing and Communications Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**MARKETING AND COMMUNICATIONS PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			
Deactivate as system user (Name)			
Deactivate as system user (Name)			

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION F

RESEARCH UNIT			
Name and Surname of Research Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**RESEARCH PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			
Deactivate as system user (Name)			
Deactivate as system user (Name)			

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION G

GOVERNANCE UNIT			
Name and Surname of Governance Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**GOVERNANCE PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			
Deactivate as system user (Name)			
Deactivate as system user (Name)			

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION H

OCCUPATION QUALIFICATIONS MANAGEMENT UNIT			
Name and Surname of OQM Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**OQM PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			

Deactivate as Apprentice system user	Yes	No			
Deactivate as system user (Name)					
Deactivate as system user (Name)					

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION I

OCCUPATION QUALIFICATIONS ASSESSMENT UNIT			
Name and Surname of OQA Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**OQA PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			
Deactivate as system user (Name)			
Deactivate as system user (Name)			

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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EMPLOYEE EXIT CHECKLIST FORM

SECTION J

CHIEF EXECUTIVE OFFICER'S OFFICE			
Name and Surname of CEO Personnel			
Position			
ITEMS	**DATE**	**EXITING EMPLOYEES' SIGNATURE**	**CEO PERSONNEL SIGNATURE**
1.			
2.			
3.			
DEACTIVATE AS SYSTEM USER			
Deactivate as system user (Name)			
Deactivate as system user (Name)			

EMPLOYEE EXIT CHECKLIST FORM

OTHER RECORDS(NAME DOCUMENT / FILES)		
1.		
2.		
PROJECTS HANDOVER (NAME OF THE PROJECT)		
1.		
2.		

Comments:

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