

Employee

Advise intention to resign or retire with Line Manager

Provide written confirmation to Line Manager

Ensure the return of all University issued equipment/items

Complete handover

Complete Offboarding Questionnaire and Staff Exit Survey

Line Manager

Receive and Reflect on Advice

Consider retention strategies, e.g. renegotiate contract, role or hours change.
Consult with HRBP for further Advice

If resignation/retirement accepted, send written advice to Payroll Services.
Ensure the return of all University issued equipment/items

Review of position and recruitment to fill the vacancy
Consult HRBP for assistance

Payroll Services

Receipt of resignation or retirement

Send acknowledgement letter advising staff member of obligations.
Issue Offboarding questionnaire

Update Ascender Pay
Email Notifications trigger for return of University issued equipment/items
Issue Staff Exit Survey

Prepare and Process Final Pay