

Employee Offboarding Checklist

Every step from notice to final pay
For Australian employers

Employee name:

Position:

Site / department:

Last working day:

Exit type:

Manager responsible:

Notice received on:

Exit type: resignation, redundancy, dismissal, end of contract, or end of casual engagement.

1. When notice is given

Confirm the basics in writing before anything else. Most disputes trace back to this step being skipped.

- ☐ Resignation or termination confirmed in writing
- ☐ Notice period checked against the award, agreement or contract
- ☐ Last working day agreed and recorded
- ☐ Whether notice will be worked or paid in lieu decided
- ☐ Manager and payroll both notified
- ☐ Exit reason recorded consistently with how you record every other exit

Notice periods differ by employee age and length of service under the NES. Check before you agree a date.

2. During the notice period

This is the window where handover actually happens. Once the last shift passes, it does not.

- ☐ Handover notes written and shared with the person covering the role
- ☐ Open work, client relationships and in-progress tasks reassigned
- ☐ Remaining rostered shifts confirmed or reallocated
- ☐ Team told, in a way and order the departing employee has agreed to
- ☐ Exit interview scheduled — ideally a few days before the last day, not on it
- ☐ Any outstanding leave requests actioned

3. Pay and entitlements

Most modern awards require final pay within 7 days of the employment ending. Check the award or registered agreement covering the role — where it sets no time, the Fair Work Act requires payment at least monthly. Work backwards from whichever applies.

- ☐ Ordinary hours to the last day calculated, including penalties and allowances
- ☐ Accrued but untaken annual leave paid out, with leave loading if it applies
- ☐ Long service leave assessed against the relevant state or territory rules
- ☐ Notice paid in lieu, if notice is not being worked
- ☐ Redundancy pay calculated, where the role is genuinely redundant
- ☐ Outstanding overtime, bonuses, commissions and reimbursements included
- ☐ Deductions checked — only those authorised in writing or permitted by law
- ☐ Superannuation on all eligible earnings paid
- ☐ Final payslip issued

Personal or carer's leave is not paid out on termination. Annual leave and, where the threshold is met, long service leave are.

4. Company property and access

Do this on or before the last day. Chasing property afterwards is slow and rarely successful.

- ☐ Keys, swipe cards and alarm codes returned or deactivated
- ☐ Uniforms and PPE returned
- ☐ Laptop, phone, tablet and any tools returned
- ☐ Vehicle returned, fuel card cancelled and toll tags removed
- ☐ Email, rostering, payroll and file-storage access revoked
- ☐ Shared passwords the employee knew changed
- ☐ Removed from group chats, mailing lists and shared calendars
- ☐ Building and site access deactivated at every location

5. Records and compliance

Employee records must be kept for seven years after employment ends, and they must be legible and in English.

- ☐ Employment records archived, not deleted
- ☐ Termination reason, date and method documented
- ☐ Written termination or acceptance letter on file
- ☐ Exit interview responses saved with the employee record

- ☐ Separation certificate issued, if requested
- ☐ Payroll and superannuation records finalised
- ☐ Any visa or right-to-work obligations addressed

6. After the last day

The part almost everyone skips, and the only part that changes anything next time.

- ☐ Exit feedback reviewed by someone other than the departing employee's direct manager
- ☐ Themes across recent exits compared — same site, same role, same reason?
- ☐ Replacement role scoped, or a decision made not to backfill
- ☐ Rehire eligibility recorded
- ☐ Final pay confirmed as received

Actions arising from this exit:

Completed by:

Date completed:

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