Administration of Termination Types

The matrix was developed to be used in conjunction with the principles in the applicable industrial instrument and the procedures on end of employment.

Where the termination of employment is related to the death of a staff member please refer directly to Dealing with the Death of a Staff Member Protocol.

Please note: Payroll Services require a HRIS OO4 http://www.unisa.edu.au/hrm/forms/hrisOO4.doc for **all** Continuing and Fixed Contract terminating staff.

Type of Termination	Staff Member	Supervisor	PTC Business Partner
Resignation	1. Notifies supervisor in writing of resignation (adhering to the notice period in relevant industrial instrument). Sends a copy to PTC Business Partner. 2. May also advise Payroll Services of final day of employment. 3. Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date.	1. Provides a copy of written notification of resignation to PTC Business Partner immediately in order to commence termination process. 2. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	1. Sends written acknowledgement (signed by PTC Business Partner) and the HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member. 2. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist. 3. Updates personnel file.

Type of Termination	Staff Member	Supervisor	PTC Business Partner
Retirement	1. Notifies supervisor in writing of resignation (adhering to the notice period in relevant industrial instrument). Sends a copy to PTC Business Partner. 2. Advises Payroll Services of pending final day of employment. 3. Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date.	1. Provides a copy of written notification of retirement to PTC Business Partner immediately to commence termination process. 2. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	1. Arranges letter from the Vice Chancellor. 2. Sends written acknowledgement (signed by VC) and the HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member. 3. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist. 4.Updates personnel file.
End of Contract –	1. Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date.	1. Notifies PTC and staff member that contract will not be extended (adhering to the notice period in relevant industrial instrument). 2. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	1. Sends written notification (signed by PTC Business Partner) and the HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member. 2. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist. 3 Updates personnel file.

Type of Termination	Staff Member	Supervisor	PTC Business Partner
Redundancy (Voluntary)	1. Submits an expression of interest in a voluntary redundancy (VR). 2. Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date	1. If supports expression of interest; forward to PTC Business Partner to commence the VR process. (For guidelines of supported or unsupported applications refer to the applicable industrial instrument) 2. Supervisor advises PTC Business Partner of employee's intent to work notice period or be paid in lieu. 3. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	1. Requests a calculation of VR from Payroll Services and submits it and expression of interest to local separations committee. 2. Sends supported VR to the People, Talent and Culture Unit for processing. People, Talent and Culture Unit: 1. Submits expression of interest, local separations committee support and calculation to UniWide separations committee. 2. Sends letter (signed by VC) and HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member (copy of letter to Payroll Services and personnel file). PTC Business Partner 1. Receives HRIS OO4 "End of Employment" and "Exit Checklist" Forms and updates file. 2. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist.

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Type of Termination	Staff Member	Supervisor	PTC Business Partner
Redundancy (Compulsory) Note: this will normally only occur after the redeployment period.	1. Completes redeployment period without securing a continuing position. 2. Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date	1. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	People, Talent and Culture Unit: 1. Submits compulsory redundancy calculation to UniWide separations committee (Alison Plummer – PTC Unit) prior to end of redeployment period. 2. Sends letter (signed by VC) and HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member (copy of letter to Payroll Services and personnel file). PTC Business Partner 1. Receives HRIS OO4 "End of Employment" and "Exit Checklist" Forms and updates file. 2. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist.

Type of Termination	Staff Member	Supervisor	PTC Business Partner
Dismissed Note: Dismissal will generally only occur through the disciplinary process (refer relevant industrial instrument).	1. (if possible) Returns HRIS OO4 "End of Employment" and "Exit Checklist" Forms prior to departure date	1. Follows disciplinary process in consultation with PTC Business Partner/PTC Unit. 2. Alert the PTC Business Partner of dismissal and provides additional information (eg – ex gratia payment or notification to withhold leave payments). 3. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	1. Provides prior notice to Payroll Services of intended termination date. 2. Sends written notification (signed by Vice Chancellor) and the HRIS OO4 "End of Employment" and "Exit Checklist" Forms to staff member. 3. Forwards HRIS OO4 "End of Employment" Form to Payroll Services prior to departure date. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist. 4. Updates personnel file. {NOTE: This process will involve consultation with the Employee Relations Team within the PTC Unit}

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Type of Termination	Staff Member	Supervisor	PTC Business Partner
Failure to Attend for Duties or Termination on the grounds of ill health {This process will be undertaken in consultation with the PTC Unit}.	N/A	1. Contacts the People, Talent and Culture Unit to initiate the appropriate processes in the applicable industrial instrument. 2. Signs HRIS OO4 "End of Employment" and "Exit Checklist" Forms and returns to PTC Business Partner. *(Complete the Employee sections of the HRIS OO4 form if the employee is unable).*	PTC Unit 1. Sends appropriate authorised notification to Payroll Services to initiate applicable processes. 2. Forwards HRIS OO4 "End of Employment" Form to Payroll Services. NOTE: ➢ Fax to 21812 if the end date is less than three days away. ➢ Payroll Services does not require the checklist. 3. Updates personnel file.

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