

Employee exit checklist

Use this checklist to help you follow a good process when staff members leave your business

Things to do before your employee leaves	Yes	No	n/a
Have you asked your employee to:			
• complete any reasonable tasks and handovers?			
• save important files and emails in a shared drive?			
Did you consider:			
• assigning any ongoing tasks to another person?			
• conducting an exit interview to get final feedback from the employee?			
• organising a farewell party or morning tea?			

Things to do on your employee's last day	Yes	No	n/a
Have you collected:			
• the employee's keys / security pass?			
• company assets (computer, phone, uniform, books, etc)?			
Have you set up:			
• auto-forward and an out-of-office auto-reply on their emails?			
• auto-forward and an out-of-office message on their voicemail?			
If appropriate, have you considered providing a reference or offering to act as a referee?			
Have you calculated the employee's final pay, including holiday leave owed? This is to be paid in full on their last day of employment, or final payday. (Mandatory – you must do this.)			

Things to do after your employee has left	Yes	No	n/a
Have you removed:			
• the employee from email distribution lists and contact lists?			
• the employee's access to online systems, e.g. the finance system and the shared file server?			
Have you paid your employee's final pay, including holiday leave owed, on or before their final payday? (Mandatory – you must do this.)			

For more information, see business.govt.nz's Hiring and managing people section.

Have you updated the employee's personnel file with: (Mandatory – you must do this.)			
• final day of work?			
• last pay amount?			
• holiday pay details			
Have you archived their personnel file and records? Remember, you must keep their personnel file for seven years. (Mandatory – you must do this.)			
Have you provided a statement of employment if your employee requested it? (Mandatory – you must do this.)			

For more information, see business.govt.nz's Hiring and managing people section.