

Employee – Exit Check List
(To be completed by the exiting employee)

Employee's Name: _____ Staff ID #: _____

Designation : _____ Last working day: _____
Date (dd/mm/yy)

Signing authorities to ensure that all assignments with employee have been completed/taken over and that all school property has been received in order. Any discrepancies are to be mentioned.

Approval from Management

(Name of Management Member)

(Signature of Member)

Clearance from Academic Dept
(for teaching staff only)

Coordinator's Signature

Clearance from Resources Dept

Resources In Charge

Clearance from Library

Librarian / Library In Charge

Clearance from Principal

Principal

Clearance from Administration Dept.

Records updated and employee taken off rolls.

Documentation completed.

Details of working days/leave salary for final calculation
forwarded to Accounts.

Administration Manager

Settlement by Accounts Dept.

Total Salary + Leave Salary Accrued :

Deductions/Loans :

Net Payable :

PF Formalities Completed (Yes/No) :

Accountant