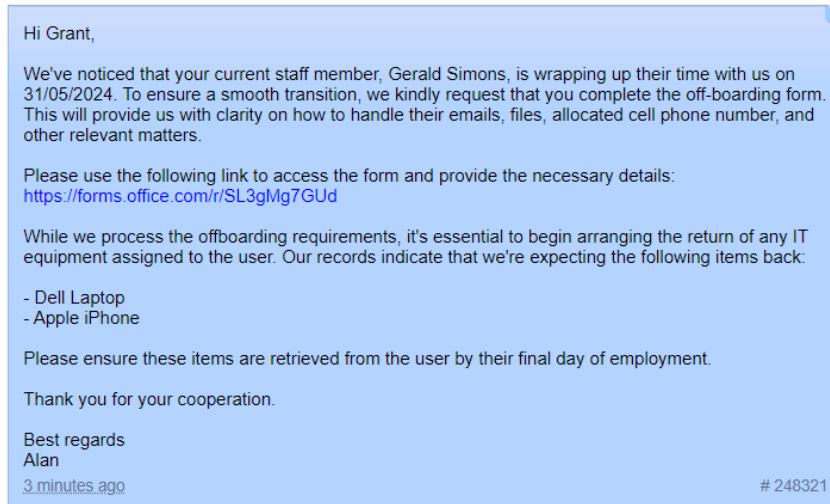


Step 2: Fill in the Offboarding form

After HR finalizes the staff member's last day in the system, the IT helpdesk receives notification of their departure. You will subsequently receive an email from IT requesting completion of the offboarding form. Click on the link in the email to access the offboarding form or click [here](#) to access the form:



Fill in the Offboarding form and click **Submit**

Staff IT Offboarding Form

Hi, Grant. When you submit this form, the owner will see your name and email address.

* Required

1. Name of staff member: *

Enter your answer

2. Are they being replaced? *

Yes

No

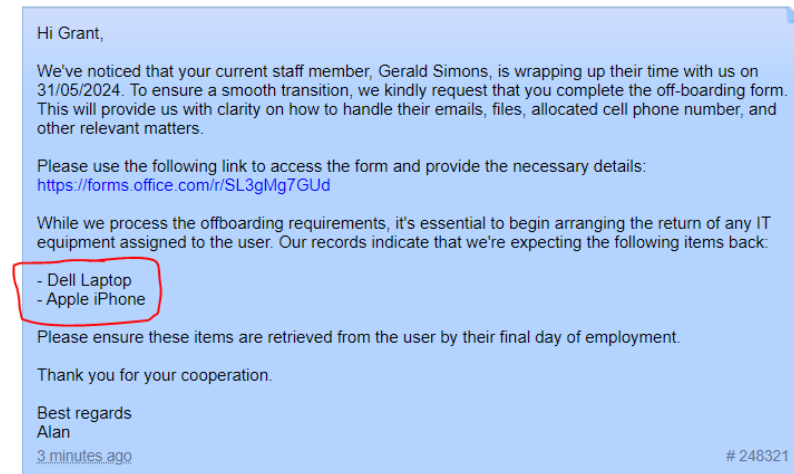
3. Name of replacement (If known)

Enter your answer

4. Do they have a company mobile Connection? *

Step 3: Organize & obtain all assigned IT equipment

The offboarding email will state what equipment we are expecting back from the user. What you do next depends on whether the user is able to give you back the items physically or not.



Can the user give you back the IT devices physically?

Step 4: If “Yes” to being given the equipment back Physically

At some sites in New Zealand and Australia, we have a local technician who can come get the equipment from you, but for sites where we don't have a local technician present, then we will contact you and arrange a courier pick up. UP IT has partnered with a company called PowerNet in Australia, so you may receive communication from them about organizing the pickup. If you don't have a box for packaging the equipment, will organize one for you with the courier company.

Step 4: If “No” to being given the equipment back Physically

IT will be in contact with you to find out where the equipment is located. We will then organize a time and date to have the equipment picked up by courier. UP IT has partnered with a company called PowerNet in Australia, so you may receive communication from them about organizing the pickup. You will need to provide the contact number of the departing staff member and the pickup address. If the departing staff member doesn't have a box for packaging the equipment, will organize one for you with the courier company.