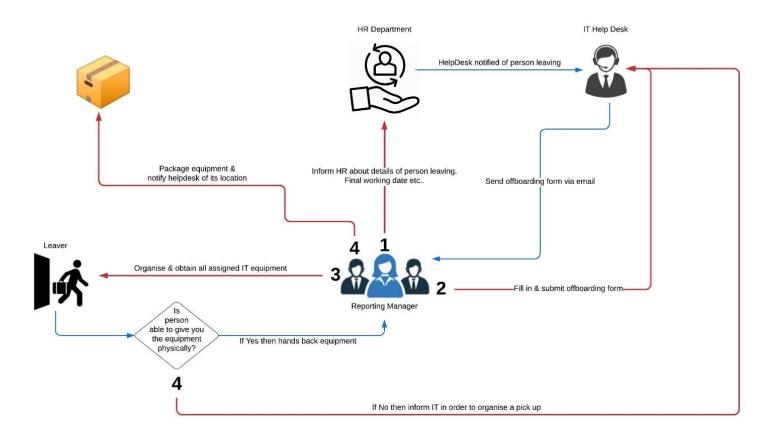
The IT Offboarding Process

The diagram below illustrates the offboarding process along with the duties assigned to the reporting manager of departing staff. While it may appear complex initially, focusing on yourself as the reporting manager at the center of the diagram reveals that tasks indicated by numbers and red arrows pointing away from you which are your responsibilities. Each red arrow and number, indicates the sequence in which your activities should be conducted. Further elaboration on each task follows the diagram.

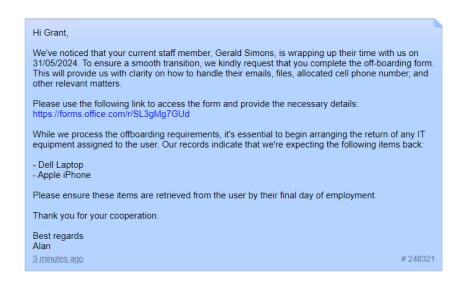


Step 1: Inform HR about the details of the person leaving

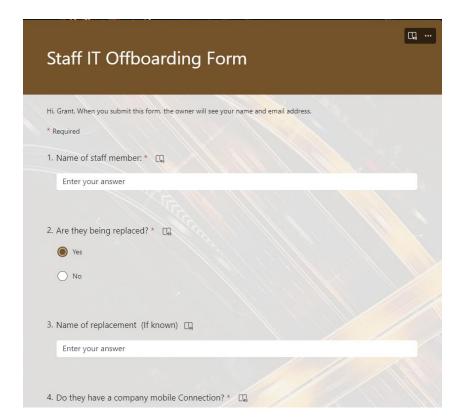
Contact <u>people@up.education</u> notifying them of staff members departure along with final date of work and any other relevant information HR requires.

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:

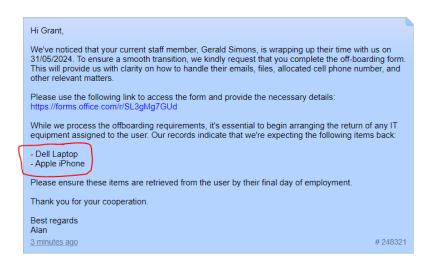


Fill in the Offboarding form and click Submit



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.