

Termination / Resignation Checklist

Foods No.			Englace	Codes 313	
Employee Name:Dikeledi Kate Mosalo			Employee Code: _312 Signature:		
Department:Road Freight Chamber Position:Executive Officer			Signatur	e:	
Last day of work:30 November 2022					
A. LINE MANAGER					
Hand over done	yes		No		
Comments:					
Name: Signature (Line Manager):			Date:		
B. Human Resource Departme	nt				
HR notified of upcoming termination	Yes		No		
Disabled access to VIP system					
Disabled access to ESS system					
				-	
Comment:				_	
Name:	Position:				
Signature: Date: _					
C. IT Department					
Assets Returned		Access Information	: Remove em	ployee's name	from
Laptop / PC	es No	Disable user account		Yes	No
Lanton Rag	<u></u>	E mail group lists			
Laptop bag		E man group noo			
		Distribution lists			
Charger	7	Distribution lists			
Charger 3G	/				
Charger		Active Directory			
Charger 3G		Active Directory SMS / Indicium			
Charger 3G		Active Directory			
Charger 3G		Active Directory SMS / Indicium JDE / AX Flow Centric			
Charger 3G		Active Directory SMS / Indicium JDE / AX			
Charger 3G The above equipment received in working order		Active Directory SMS / Indicium JDE / AX Flow Centric			
Charger 3G The above equipment received in working order Comments:		Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Charger 3G The above equipment received in working order Comments: Name:	Position:	Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Charger 3G The above equipment received in working order Comments: Name: Swws D Signature: Date:		Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Charger 3G The above equipment received in working order Comments: Name:	Position:	Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Charger 3G The above equipment received in working order Comments: Name: Signature: Date:	Position:	Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Comments: Name: D. Finance Department Comments: Comments:	Position:	Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			
Comments: Name: Signature: D. Finance Department	Position:	Active Directory SMS / Indicium JDE / AX Flow Centric ERMS			