



Australian News Channel Pty Ltd

5. Termination Process

19 August 2020

5.1 Termination Process

#	Description	Responsible	System	KPI/Turnaround
1	Resignation / Dismissal / Redundancy	Employee / Employee Manager / Head of HR	NA	NA
2	Start Termination Process	Employee Manager / Head of HR	Workday	Day of Resignation / Dismissal / Redundancy
3	Review and Approve Termination (this notifies Engineering automatically through email)	Finance (Payroll)	Workday	3 BHs
4	Exit Interview	Head of HR	Workday / Email	2 BDs
5	Check TOIL Balance, Notify Employee Manager to Invite Reduction Prior to Last Day	Finance (Payroll)	TimeTarget	2 BDs
6	Payslip Information Email to Employee	Finance (Payroll)	Email	2 BDs
7	FBT Form Email (if applicable) to Employee	Finance (Reporting)	Email	2 BDs
8	Collect Sky News Property from Employee	Employee Manager	NA	Final Day
9	Complete and Email Signed Termination Checklist to Payroll	Employee Manager	MS Word	Final Day

5.2 Termination Process (continued)

#	Description	Responsible	System	KPI/Turnaround
10	Final Payment	Finance (Payroll)	Chris 21	Within 7 Days of Termination Date



End.