



Employee Exit Checklist

Name	Title	Work Area
Date Leaving	Reason	

The following information will be given to the employee via a memo from the Human Resources Office:

- Insurance
- Payroll/Checks
- Retirement
- Vacation and/or Sick Leave
- Forwarding Address

Items below should be discussed with the employee by the Campus Vice President or designee:

		<i>Name</i>	<i>Date</i>
Keys	Building and Room keys have been turned in		
Computer Access	Removed from e-mail listing and all other computer access		
Laptop Return	Laptop turned in		
Status of Work/ Projects	Supervisor has been updated on all projects that are in process; grades and records turned in.		
Job Description (Classified)	Employee comments on job description. If any, attach to this form.		
Personal Property	All personal items have been removed		
Time Sheets	The timesheet has been turned in through the last working day		
Expense Report	Expenses have been turned in through last working day		
Parking Refund	Depending on separation date, a refund may be available		
Delegation of Authority	Supervisor has informed the Human Resources Office to revoke the employee's delegation		
I.D. Card	ID card turned in (if issued)		
Phone Access	Business Manager has been notified to remove phone access		
π Phone Cards π Credit Cards	Phone card and credit card (if issued) have been turned in to the Business Manager		
π Cell Phone π Pager	Cell Phone and Pager (if issued) have been returned to the Supervisor		

Employee Signature _____ Date _____

Campus Designee's Signature _____ Date _____

Please return completed signed checklist to the Human Resources Office by _____

Date Received in Human Resources _____