Employee Exit Checklist

**Employee Name:**

**s#: End Date:**

**Supervisor Name:**

**❒ Letter of resignation, with effective date of resignation, forwarded to HR**

**OR**

**❒ Letter of retirement, forwarded to HR**

**Employee:**

**Library:**

* **Return books, videos or other materials**
* **Pay any library fines**
* **Return rented laptops or other equipment**
* **Library Signature**

**Finance:**

* **Procurement – obtain MasterCard**
* **Accounts Payable - Reconcile outstanding charges/loans**
* **Accounts Receivable – Check account balances/financial holds**
* **Finance Signature**

**Supervisor:**

**Obtain company property including:**

* **Laptop, cell phone, pagers, and calling cards**
* **Resource materials, company documents, confidential information**
* **Contact ITS to have employee removed from listserv\***
* **Keys (building, office, desk, filing cabinets)**
* **Electronic door cards**
* **Parking pass, employee ID card**

**\*Retirees must contact the Alumni office to inquire about participation in the Associate Staff Program**

**Comments:**

**Employee’s Signature Date**

**Supervisor Signature Date**

***Please return this completed form to Payroll prior to the last day of work.***