



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:

- ☐ Accounts Payable – obtain MasterCard
- ☐ Reconcile outstanding charges/loans
- ☐ Finance Signature_____
- ☐ Establish out of office email
- ☐ Check Microsoft OneDrive for shared documents

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, all benefit cards (including drug cards)

*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.