



HUMAN RESOURCES EXIT CHECKLIST

Last Day on Payroll: _____

Last Work Date: _____

In order to successfully complete the exit process, all items belonging to the College must be returned prior to the separation date. The supervisor's or unit head's signature is acknowledgement that the employee has successfully completed the exit process. **This form must be completed and submitted to Human Resources, S-230 by the employee's last work day.**

EMPLOYEE INFORMATION

Name: _____ Empl. ID _____ Title: _____
 Office/Dept. _____ Supervisor's Name: _____ Supervisor's Ext: _____
 Employee's Mailing/Forwarding Address: _____ City: _____ State: _____ Zip Code: _____
 Contact E-mail: _____ Phone: _____

REASON FOR LEAVING Resignation Retirement Separation

Employees must obtain clearance signature from all applicable units.

Department:

- All grades submitted
- Office/laboratory/recreational equipment returned
- Passwords/Projects

SIGNATURE AND DATE

Department Chair/Director DATE

Business Offices:

- Parking decal/pass
- All Credit Cards for non-related entities
- Loans and Advances repaid
- State Issued Credit Cards. Final account statement reconciled

Campus Activities, S-078, Ext. 8123 DATE

Controller, S-030, Ext. 8948 DATE

Purchasing, S-022, Ext. 8261 DATE

Property Manager:

- College-issued laptop, iPad, cell phone or other technology equipment

Property Manager, S-076, Ext. 8223 DATE

Library:

- All outstanding books returned

Librarian, Ext. 8223 DATE

Public Safety

- Keys (building, office, file cabinets, automobile) returned
- Security Pass/ID returned

Director/Designee, APEX 109, Ext. 8593 DATE

Human Resources:

- Final timesheet submitted

Director/Designee, S-230, Ext. 8181 DATE

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources:

- Travia Form or Terminal Leave Form submitted
- Benefits meeting completed on (date) _____
- Confirm eligibility of payout of Annual and Sick Leave
- Resignation letter submitted
- Exit Interview completed (date) _____
- PAF processed
- DP2001, if applicable
- Modern Think Survey link sent to employee
- Last payroll check to be mailed
- Last payroll check to be picked up at HR Office, S-230

Name of Director/Designee _____ Signature: _____ Date: _____