

Employee Exit Checklist

Instructions: *The following Employee Exit Checklist will be completed for employees leaving employment from the Department of General Administration. Review the appropriate items with the employee and initial after the item has been reviewed. When completed, the supervisor will forward the signed checklist to the Human Resource Office attached to the Employee Action Notice (EAN) for inclusion in the employee's personnel file.*

Employee Name: _____

Position: _____ **Division/Program:** _____

Last Day Worked: ___/___/___ **Supervisor:** _____

Termination Date: ___/___/___

Supervisor/Delegated Program Representative:

INITIALS	ITEM
_____	Written resignation received from employee
_____	EAN submitted to HR with resignation letter attached
_____	All State Equipment Returned: <ul style="list-style-type: none"> · ID/Access Badge · SCAN Card · Credit Card · Cell Phone · Office Keys · Computer Equipment
_____	Notify IS to cancel: <ul style="list-style-type: none"> · Network access · Disconnect phone/voicemail · Cancel SCAN Card
_____	FLSA Timesheets and Leave Slips signed and forwarded to payroll
_____	Parking has been canceled (employees responsibility)
_____	Forwarding address for mailing W-2 wage and tax statements: Address _____ City _____ State _____ Zip _____
_____	_____/_____/_____ Supervisor Signature Date

Human Resources

INITIALS	ITEM
_____	After receiving EAN – an exit letter is sent to employee
_____	Exit Interview Form completed
_____	_____/_____/_____ Human Resources Signature Date