



Office of Financial Management

Employee Exit Form

* Denotes Required Field

Requestor Information

*Requestor's Name

General Information

*Name of Employee

*Last working day (Last day the employee will be working.)

  Click on calendar

*Date of resignation (Last day the employee will be an employee of the agency.)

  Click on calendar

*Agency

OFM Governor's Office GSRO OEO OFCO Puget Sound Partnership (PSP)

*Division

 

*Supervisor's Name

*Is employee transferring to another state agency?

Yes No

If yes, which agency:

Facility Information

*Office/Cubicle

*Does employee have any agency provided electronics? *If so, please make sure these items are returned prior to departure.*

- Cell Phone (*Return to Facilities*)
- Blackberry (*Return to Facilities*)
- Wireless Access Card (*Return to Facilities*)
- Alpha Pager (*Return to Director's Office*)
- VPN Token (*Return to Helpdesk*)
- None of the above

Computer Information

*User's network logon ID (Contact the user or e-mail the Helpdesk for this information.)

*Can their PC be picked up by facilities to be delivered to the Helpdesk?

Yes No

If no, please state why:

*Can the user's email account, network account and I:\ drive be deleted after their last day? (This also includes their outlook contacts.)

Yes No

If no, please state why:

*Have you verified that any Outlook recurring meetings created by this user have been removed / recreated by another current user? (*Note: If the meeting organizer is deleted, future recurring meetings they have setup can not be changed and if no longer valid, will require each individual recipient to delete the scheduled meeting.*)

Office of Financial Management – PPA Meeting 07/29/08

Yes No. I am still working on this, do not delete this account yet.

Comments

Notes:

Please be aware this form must be completed prior to the employee leaving the agency.

Once you have filled out this form, then please go to this final [checklist](#) in Word format. This checklist requires review and completion prior to the employee's last working day (failure to do so could result in a delay of the employee's final compensation).

<input type="button" value="SUBMIT"/>	<input type="button" value="Clear Form"/>
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