

EXITING EMPLOYEE CHECK LIST

Supervisor Instructions: This checklist should be used when an employee terminates (voluntarily or involuntarily), intends to retire, or will be transferred to a new department.

Once all items have been checked seek your Division Head, Director or Department Chair approval and forward the original to Human Resources for inclusion in the employee personnel file.

Department Name: _____

Date: _____

Employee Name: _____

Supervisor Name: _____

Check each item when completed. Some of these items may not be applicable to employees who have been transferred to another department or campus.

- ? Obtain letter of resignation or Intent to Retire.
- ? Terminate all computer and e-mail access with the IATS.
- ? Terminate PeopleSoft Access.
- ? Remove name from department homepages, directories, etc.
- ? Make adjustment on voice mail.
- ? Verify that all hazardous chemicals/hazardous materials have been properly disposed of or transferred.
- ? Confirm all library materials have been returned to the library.
- ? Confirm payment of all outstanding parking violations and return of parking s ticker.
- ? Remind employee to remove personal items from lockers, desks, etc.
- ? Obtain signature on the last timesheet (if applicable).
- ? Obtain from the employee the following items and return to issuing department :
 - o Keys
 - o Access Cards
 - o Tools
 - o Uniforms
 - o Cell Phone
 - o Equipment
 - o Manuals
 - o Pro Card
 - o Credit Card
 - o Calling Card
 - o Missouri S&T ID Card
 - o Computer/LapTop
 - o Other: Please Specify _____

Authorizations

Department Signature (Division Head, Director, Dept Chair) _____

Date _____