

## EMPLOYEE EXIT CHECKLIST

**SUPERVISORS:** *Please circle all that apply:*

- |  |     |    |     |
|--|-----|----|-----|
| 1. Are all time statements completed and signed?   | YES | NO | N/A |
| 2. Have the employee and supervisor completed an Employee Separation Notice Form for return to the Human Resources Division?   | YES | NO | N/A |
| 3. Have the Employee I.D. and Building Entry Card been returned to the Human Resources Division?   | YES | NO | N/A |
| 4. Has the employee returned the office key to the supervisor?   | YES | NO | N/A |
| 5. Have the employee and supervisor verified office property and completed and returned a Property Control Transfer form to Purchasing?  | YES | NO | N/A |
| 6. Any Objects on Loan are to be returned to the supervisor before the employee separates. Please list all objects that are being returned:<br><br>_____                                   | YES | NO | N/A |
| 7. Would the employee like to donate any annual leave to the Crisis Leave Pool? If so, they should complete a leave slip with the number of hours and "Crisis Leave Pool" in the comments. | YES | NO | N/A |

*\*The employee will receive his/her final paycheck by direct deposit on the regularly scheduled payday.*

**Signed:** \_\_\_\_\_  
*(Employee)*

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
*(Supervisor)*

**Date:** \_\_\_\_\_

***NOTE: This form should be completed and signed by the employee and supervisor and forwarded to the Human Resource Division with appropriate attachments.***

**Rev: 01/2016**