

EMPLOYEE EXIT CHECKLIST

SUPERVISORS: Please respond by circling all that apply:

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|------------|-----------|-----|---|
| YES | NO | 1. | Have the employee and supervisor completed an Employee Separation Notice form for return to the Human Resource Division? |
| YES | NO | 2. | Have the supervisor and employee completed the close out PPR? |
| YES | NO | 3. | Have the Employee I.D. and building entry Card been returned to the Human Resource Division? |
| YES | NO | 4. | Has the employee returned the Office Key to the supervisor? |
| YES | NO | 5. | If applicable, has the employee completed a Refund of Retirement Contributions? |
| YES | NO | 6. | Has the Time Administrator run the ZP134 report on the employee to check for Objects on Loan? Any Objects on Loan are to be returned to the supervisor before the employee separates. If applicable, attach the ZP134 to the Employee Exit Checklist. |
| YES | NO | 7. | Have the employee and supervisor verified office property and completed and returned a property control transfer form to the Human Resources Division? |
| YES | NO | 8. | Has the employee been issued a state travel card? If so, he is to return it to his supervisor so his account can be closed. |
| YES | NO | 9. | Have you explained the payment of annual leave to the employee? See note on Employee Separation Notice form. |
| YES | NO | 10. | Would you like to donate any annual leave to the Crisis Leave Pool? |

The employee will receive his last paycheck in the same manner as he has chosen to receive his other, by direct deposit or check sent to his mailing address.

Signed: _____
Employee

Date: _____

Signed: _____
Supervisor

Date: _____

NOTE: This form should be signed by the employee and supervisor and forwarded to the Human Resource Division with appropriate attachments. Rev. 04/2007