

EMPLOYEE EXIT CHECKLIST

SUPERVISORS: Please check all that apply:

- | Yes | No | |
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| 9 | 9 | 1. Have the employee and supervisor completed an exit form for return to the Human Resources Division?. |
| 9 | 9 | 2. Have the Employee I.D. and Building Entry Card been returned to the Human Resources Division? |
| 9 | 9 | 3. Has the employee returned the Office Key to the supervisor? |
| 9 | 9 | 4. If applicable, has the employee completed a Refund of Retirement Benefits? |
| 9 | 9 | 5. Have the employee and supervisor verified office property and completed and returned a property transfer form to the property control section? |
| 9 | 9 | 6. 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 prepared in triplicate, with one signed copy to be given immediately to the employee, one copy retained by the supervisor, and original forwarded to the Human Resources Division.