

# EXIT CHECKLIST

Supervisor Instructions: Upon initial notification of employee exit, complete the top section of this form. Under "Items to be returned", place a check in each box indicating what the employee must do. Print form and give to employee to complete.

Employee Instructions: Complete the Employee Responsibilities section of the form, collect a signature from Campus Safety when you have returned keys, and return form to HR so that your final paycheck can be released.

**SUPERVISOR RESPONSIBILITIES - this section and "Items to be Returned";** employee completes the rest

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

**Note:** PTO cannot be used to extend last day worked

Reason for Termination:  Resignation  Layoff  Discharge  Retirement

Other: \_\_\_\_\_

Collect resignation letter; including reason for leaving (e.g. other employment, moving, etc.) & last day of work.  
**PLEASE FORWARD RESIGNATION LETTER TO [clotz@iwu.edu](mailto:clotz@iwu.edu) and [mgiusti@iwu.edu](mailto:mgiusti@iwu.edu) ASAP**

**Supervisor send brief email to notify following areas/people. Include employee name & anticipated last day**

<a href="mailto:campus-safety@iwu.edu">campus-safety@iwu.edu</a>	Patrick Schroeder <a href="mailto:pschroed@iwu.edu">pschroed@iwu.edu</a>	<a href="mailto:IT@iwu.edu">IT@iwu.edu</a>	Ames Library <a href="mailto:circ@iwu.edu">circ@iwu.edu</a>
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Contact HR with any questions  
Complete & submit final timecard (or leave report)  
Approve subordinate time cards or leave reports (if applicable)  
Verify & Update your address, phone number & personal email address in Employee Self-Service  
Note contact info here if needed:

## Items to be returned prior to departure

**Supervisor should check all that apply. Employee turns in checked items to supervisor prior to departure.**

- |   |                            |  |
|---|----------------------------|--|
| <input type="checkbox"/> Credit Cards   | Tools/Uniforms             | <input type="checkbox"/> Safety Equipment    |
| <input type="checkbox"/> Company Files  | Desk/File                  | <input type="checkbox"/> Voicemail Passwords |
| <input type="checkbox"/> Computer/Laptop/Jump drives  | Call Phone (if applicable) |  |
| <input type="checkbox"/> List of resources, vendors, websites used in work and passwords if appropriate |                            |  |

Outstanding work, including: \_\_\_\_\_

Other \_\_\_\_\_

Employee-Assigned Keys and ID Badge to Campus Safety \_\_\_\_\_  
Campus Safety Signature

Submit completed form to HR department on or before final day of employment. Lack of timely submission may result in delay of receiving final paycheck or payout of accrued personal/vacation time (if applicable).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date