Employee Exit CHECKLIST FOR THE SUPERVISOR

***Instructions: Complete the form for each exiting employee before their last day of work. This form must be completed by the supervisor and submitted to the Employee Services Assistant.***

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| --- | --- | --- | --- |
| **Employee Demographics** | | | |
| **Employee ID #** | Click or tap here to enter text. | **Position #** | Click or tap here to enter text. |
| **First Name** | Click or tap here to enter text. | **Department** | Click or tap here to enter text. |
| **Last Name** | Click or tap here to enter text. | **Division** | Click or tap here to enter text. |
| **Middle Initial** | Click or tap here to enter text. | **Location** | Click or tap here to enter text. |
| **End Date** | Click or tap to enter a date. | **Direct Supervisor** | Click or tap here to enter text. |

Receive notice of resignation/retirement in writing

Notify Human Resources, immediately, in advance of the resignation

Discuss any outstanding Return in Service or Relocation Incentives

Forward any outstanding documents relating to the employee to the Employee Services Assistant to be filed.

Determine posting requirement to fill the position and forward an HRAF to the Employee Services Assistant to post the position.

Determine backfilling options until the position is filled

Update departmental Staffing list

Have employee contact Employee Services Assistant to discuss retirement/severance, group insurance, exit survey, etc.

Complete and submit and Employee Change Request Form to ITSS, ensure that the departmental RIM Coordinator has signed off on the request form.

**Ensure the following items have been returned**

Miscellaneous tools and equipment

Computer equipment, laptop, docking station, headphones, etc.

Computer number:Click or tap here to enter text.

Cell phone

Cell phone number: Click or tap here to enter text.

ID badge/ swipe card

Keys

**Discuss the following items with the employee**

Does the employee have outstanding RIS or relocation balances owed

Outstanding projects, activities, etc.

Transfer of knowledge

Phone and Email messages

Ensuring voicemails and emails are cleaned up and out of office message set, ensuring voicemails are deleted and password changed.

**Records Management**

Have employee contact departmental Records Coordinator as soon as possible before leaving the position to ensure proper transfer/storage of paper and electronic records, as well as emails.

Ensure completion of all the above items on the checklist and forward to your Employee Services Assistant for storage on the Employees Personnel File.

**Comments/Follow Up Required**

Click or tap here to enter text.

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Employee Signature Supervisor Signature