

TO: All Departments

- **FROM:** Human Resources Department
- **SUBJECT:** Exit Checklist

All exiting employees must bring a copy of the completed Employment Exit Checklist to the Human Resources Office at the time of their exit interview. The exiting employee is responsible for completion of Group A items. The employee's supervisor or a designee is responsible for assuring that Group B of the checklist is completed. Groups A & B must be completed prior to the Exit Interview in the Human Resources Office. Please send the Exit Interview packet with the employee.

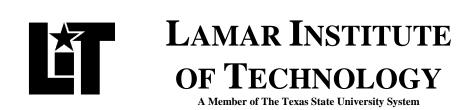
This checklist has been implemented to protect the security of the information system, facilities, assets, and to assure the collection of credit cards. If the employee is turning in their keys to the department, please have the employee complete the attached Key Return Form. Otherwise, the employee can turn in their keys to the HR department during their exit interview.

Please maintain the attached copy as a master for duplication whenever an employee resigns, retires, or is terminated from your department.

EMPLOYMENT EXIT CHECKLIST INSTRUCTIONS

The exiting employee will be responsible for completing items in Group A. By checking off each item, the supervisor (or designee) shall indicate that clearance was received and items have been collected/prepared. The exit checklist should be turned over to the Human Resources office before the exit interview. HR will have the employee complete their final F 3.6 during the exit interview.

Attachments: Key Return Form Exit Checklist



Key Return Form

Employee Name:		
<u>T Number</u> :		
Department:		
Keys Returned:		
Received by:		Date:
Employee Signature	& Date	



LAMAR INSTITUTE **OF TECHNOLOGY**

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EMPLOYMENT EXIT CHECKLIST

NAME:	T#:
TITLE:	_ DEPARTMENT:
LAST DAY OF EMPLOYMENT:	
<u>GROUP A (COMPLETED BY EMPLOYEE)</u>	
• Letter of resignation	GROUP C (COMPLETED BY HR)
	• Collect from employee
	• Exit Interview Checklist
GROUP B (COMPLETED BY DEPARTMENT)	• Final F 3.6A
	• Have employee complete
• Verify with LIT cashier, 839-2064	 Sick Leave Pool Donation Form
 Money owed to LIT 	applicable (optional)
 Verify with LIT Finance, 839-2021 	 Employee Acknowledgement F
• Travel advances	• Key Return Form (if not already
 Travel reimbursements 	by department)
 Verify with LIT IT Dept., 839-2074 	• Review with employee
• Computer account deactivation	• Clarification of:
• Collect from Employee	 Separation
• Computer equipment (laptop, etc.)	 Transfer/State Agency
• Building & office keys	 Retirement

- Tools/safety equipment
- 0 • Credit card
- Any borrowed LIT materials
- Prepare/Sign 0
 - Personnel action form (F3.2)
 - Key Return Form

Group B Completed by:

- n if
- Form
- y done
 - Retirement
- Retirement fund options (freeze, transfer, withdraw)
- Insurance termination effective date
- o COBRA
- Vacation/overtime pay or transfer
- Final paycheck
- Transfer of benefits if applicable 0
- Verify leave approvers for change (if needed)

Group C Completed by: