

Exit Checklist for Hiring Managers

Complete action in Separation Form and/or inform Employee Relations about upcoming separation (Staff, Faculty, Student Workers)

Information to be discussed with the employee prior to departure:

- Expense Reports/Other Reimbursements (if applicable)
- Computer Security Process
- Trade Secrets/Proprietary Information
- New Mailing address and/ or new phone number (if applicable)

Items to be returned by employee prior to issuing final paycheck:

- Key(s) - building/office/file cabinets/cars
- Security Pass/ID Card
- Parking Pass/Access Key
- Credit Card(s)