Exit Checklist

This checklist assists departments and employees complete the separation process. The employee and department portions should be completed prior to the employee's last day of work.

Employee name: _____ ☐ Check if Multiple Positions

Department: _____

Employee's last working day: _____

Employee Responsibilities

- ☐ Submit resignation letter
- ☐ Contact State PERS 465-4460, particularly if retiring
- ☐ Update address in Infor/Lawson – Employee Self Service, OR give forwarding address (for W-2) to your department admin
- ☐ Return parking permit/bus pass to supervisor
- ☐ Submit Parking Pass Cancellation on SharePoint
- ☐ Clean out desk or locker
- ☐ Submit any outstanding Medical Reimbursement and/or Dependent Care Reimbursement Forms to BAC
- ☐ Review and approve your final timecard
- ☐ Prior to your last day worked, print out any paystubs you may need, as you will lose access to Employee Self Service after that (Payroll does mail your final paystub to you)
- ☐ Update Automatic Reply in Outlook
- ☐ Change voicemail greeting, and provide PIN to supervisor

Benefits end at midnight of the last day of current pay period.

Department Responsibilities

- ☐ Is the separating employee a supervisor? If so, notify HR & Payroll *at least one pay period before their separation date*
- ☐ Collect Building Keys/Access Card/Fob
- ☐ Collect Credit/Purchase Card & Notify AP to cancel credit card
- ☐ Complete "Notify HR of Separation" in SharePoint
- ☐ Audit and approve final timecard
- ☐ Submit employee's resignation letter to HR
- ☐ Collect cell phone/radio/laptop/other
- ☐ Collect uniforms/tools, including vehicle keys, and fuel fob
- ☐ Email Fleet Admin to remove access to fuel system
- ☐ Provide employees with CBJ Logo Apparel policies
- ☐ Seasonal Leave form (if applicable)
- ☐ Notify employee of Exit Interview opportunity
- ☐ Complete Exit Performance Evaluation
- ☐ Email Webmaster to remove WordPress access
- ☐ Email HR to remove user access in NeoGov
- ☐ Notify Payroll of any outstanding repayment requirements. This may include: travel/training, tool allowance, relocation costs, recruitment bonus, longevity bonus, retention bonus, etc. *(Payroll may be able to break repayment up over multiple pay periods)*
- ☐ Return Parking Pass to P&R Office
- ☐ Submit Exit Interview document to HR

Employee Signature _____ Date _____

Supervisor/Dept. Director Signature _____ Date _____

Once this form is completed and signed by both the employer and by the department representative, please make sure you have entered a separation PA into Lawson.