



## **Employee Exit Checklist**

(This form is to be completed by employee's Budget Unit Head and then forwarded to Finance and HR.)

**Employee Name:** \_\_\_\_\_

**Employee Association:**      PAOA                  Staff                  Administrative Officer (check one)

**Department:** \_\_\_\_\_

**Last date at work:** \_\_\_\_\_

**Type of departure:** (retirement, resignation, termination) \_\_\_\_\_

### **Budget Unit Head checklist (please initial):**

- Office/Building keys
- Return I.D. card
- Return King's inventory items (if applicable)
- Email forwarding (notify ITS)
- Parking transponder (if applicable)

### **Finance Office checklist (please initial):**

- PDF balances reviewed (if applicable)
- Computer loan balances (if applicable)
- Cell phone (if applicable)
- Credit card (if applicable)
- Tuition benefits reviewed (if applicable)
- Benefits close-out
- Pension
- Life insurance

### **Human Resources checklist (please initial):**

- Vacation/PPH balances verified and requisitioned (if applicable)
- Notify ITS and Payroll/Benefits
- Exit interview (optional)
- Severance (if applicable)

**Employee signature:** \_\_\_\_\_

(Please return completed form to Human Resources Office.)