### Employee Exit Checklist

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Supervisor:</th>
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<table>
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<tr>
<th>Title:</th>
<th>Department:</th>
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<tr>
<th>Last Day of Work:</th>
<th>Term Effective Date:</th>
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#### PAYROLL AND FINAL PAY PERIOD
- [ ] Final payroll submission for Non-Exempt (Time Sheet/Leave Report)
- [ ] Update current address for Payroll W-2
- [ ] Last pay date: ____________________
- [ ] Other ________________________

#### Advise, retrieve, cancel, or secure the following items:
- [ ] Keys/Key Fob
- [ ] Badge
- [ ] Hard-copy files
- [ ] Library Books
- [ ] Laptop/Cell phone
- [ ] Purchasing Card
- [ ] Disposition of Shared Drive Access
- [ ] Disposition of Email
- [ ] Disposition of network home folder files and folders
- [ ] Return software license dongle (faculty)
- [ ] Set desk phone to voicemail or forward to others in unit
- [ ] Status of Exit-Urgency?
- [ ] Voice mail password: ____________________
- [ ] Other College property: ______________

Please contact Larry Plamann x6318 in IT for any questions.