# Employee Exit Checklist

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Department:</td>
</tr>
<tr>
<td>Last Day of Work:</td>
<td>Term Effective Date:</td>
</tr>
</tbody>
</table>

## 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
- Hard-copy files
- Library Books
- Laptop/iPhone
- 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: ____________