

Lamar Institute of Technology

Office of Human Resources
880-8375

Memorandum

TO: All Departments
FROM: Associate Vice President for Human Resources
SUBJECT: Exit Checklist

All exiting employees must bring a copy of the completed Employment Exit Checklist to the Human Resources Office at the time of the exit interview. The exiting employee is responsible for completion of Group A items. Departmental administrators are responsible for assuring that Group B of the checklist is completed. Groups A & B must be completed prior to the Exit Interview in the Human Resources Office. Please send, with the employee, a copy of their Letter of Resignation (if applicable), copy of F3.2, copy of previous month's F3.6 and the F3.6 for the current month. Also send the Exit Interview packet with the employee.

This checklist has been implemented to protect the security of the information system, facilities, assets, and to assure the collection of credit cards.

Please maintain the attached copy as a master for duplication whenever an employee resigns, retires, or is terminated from your department.

Attachments:
Employment Exit Checklist Instructions
Employment Exit Checklist

EMPLOYMENT EXIT CHECKLIST INSTRUCTIONS

PART I

The exiting employee will be responsible for completing items in Group A. For Items in Group B, the department secretary (or designated person) will call the designated extension, get clearance for the exiting employee and collect/prepare the listed items. By initialing the blank in front of each item, the secretary (or designee) shall indicate that clearance was received and items have been collected/prepared. Copy of F3.2, copy of letter of resignation, F3.6 for current month, copy of F3.6 for previous month, and exit checklist should be turned over to the Human Resources officer during the exit interview.

It is the responsibility of the department and/or the exiting employee to schedule an appointment with the Human Resources Office for an Exit Interview.

PART II

The following information must be completed by the terminating employee during the exit interview.

<p>I have returned all property to the proper departments and I have settled all debts with my employer. I have been counseled regarding my rights of retirement, continuation of health and/or dental insurance, and settlement of all payments due to me in regards to salary, unused vacation, and/or overtime pay.</p> <p>Signature: _____ Employee ID #: _____ Date: _____</p> <p>Forwarding Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Last check will be: <input type="checkbox"/> Mailed to the address above <input type="checkbox"/> Continue Direct Deposit</p> <p><i>HUMAN RESOURCES REPRESENTATIVE:</i></p> <p>Signature: _____ Date: _____</p>	
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With few exceptions, you have the right to request, receive, review, and correct information about yourself collected using this form.

EMPLOYMENT EXIT CHECKLIST

NAME _____ Employee ID# _____
 TITLE _____ DEPARTMENT _____
 LAST DAY WORKED _____

Group A

Completed by Employee

- _____ Letter of Resignation (Voluntary Separations Only)
- _____ Turn keys into Physical Plant

Group B Completed by Department

Verify with LIT Cashier, 839-2064

- _____ Money owed to LIT
- _____ Traffic Tickets

Verify with LIT Finance, 839-2021

- _____ Travel Advances

Verify with Library, 880-8134

- _____ Library Books unreturned

Verify with LIT Technology Services, 839-2074

- _____ Computer Account Deactivation
- _____ Cellular Service Deactivation
- _____ Long Distance Authorization Code Deactivation
- _____ Lamar Electronic Account (LEA) Deactivation

Collect from employee:

- _____ Computer Equipment (Notebook, Printer)*
- _____ Cell Phone/MiFi Modem*
- _____ Pager *
- _____ Tools/Safety Equipment
- _____ Resignation Letter (Voluntary Separations Only)
- _____ Credit Card*
- _____ Receipt for Keys
- _____ Parking Pass*
- _____ Gate Card(s)*
- _____ I.D. Card
- _____ Password for Voice Mail

Prepare:

- _____ Personnel Action Form (F3.2)
- _____ Vacation/Sick Leave Form (F3.6)

Group B completed by:

_____ Date

Group C Completed by Human Resources

Collect from Employee

- _____ Copy of completed F3.2
- _____ Exit Interview Checklist
- _____ Copy of resignation letter (Voluntary Separations Only)
- _____ Vacation/Sick Leave form

Review with Employee

- _____ Clarification of
 - _____ Separation
 - _____ Transfer/state agency
 - _____ Retirement _____ PPACMNT
- _____ Sick leave pool donation
- _____ Retirement fund options
- _____ Exit Interview questionnaire
- _____ Health/Dental (retiree)
- _____ Life Insurance (retiree)
- _____ COBRA Information
- _____ Vacation/Overtime pay or transfer
- _____ Final Paycheck
- _____ Change of Address (as needed)
- _____ Transfer of Benefits (transfer only)
- _____ HCRA

Group C completed by:

_____ Date

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