

EMPLOYEE EXIT CHECKLIST

The University of Kansas – Student Success

Unit Signature:

Date:

This checklist applies to every permanent Unclassified and USS position; also Temporary and Student positions, as applicable.

1. Employee Name:
2. Last Day Physically at work: Last Day on Payroll:
3. Date Resignation Letter Received: File in unit personnel file.
4. Keys Returned-includes all building, office, furniture/drawer, vehicle, etc.
To:
Date:
List of returned keys:
5. Staff Items Returned- includes parking permits, phone cards, BPC cards, cell phone, computer equipment, etc.
To:
Date:
List of returned items:
6. Unit Exit Interview Scheduled.
With Whom:
Date:
7. Instruct employee to complete KU Exit questionnaire at www.hreo.ku.edu/documents/exit_questionnaire/form.
8. De-activate all electronic accesses (i.e., Outlook, Novell, SAKE, J-Talk, etc.). Go to www.ssts.ku.edu/exit/ for procedures.
9. Change Departmental passwords for Novell and e-mail accounts.
By Whom:
Date:
10. Copier access codes deleted.
By Whom:
Date:
11. Internal Staff Directory updated.
12. Termination payroll form sent to Student Success (except USS temporary and student appointments which go directly to Payroll).
13. Employee advised to contact Parking (4-7275), Staff Benefits (4-4946) and Payroll (4-4385), if no longer employed at KU.

File completed checklist in unit personnel folder.