

# Exiting Employee Checkout

Employee Name	SID	Last Date of Employment
Title	Department	Supervisor

**MUST BE COMPLETED BEFORE THE LAST DAY OF EMPLOYMENT BY DIRECT SUPERVISOR AND SUBMITTED TO HUMAN RESOURCES**

**Signatures are required**

Items to be returned or released	EMPLOYEE SUPERVISOR Signature	EMPLOYEE Signature
Office Supplies and Equipment, Desk & File Keys, Computer Accessories		
Cell phone, Laptops, Desktop Computers, Tablets <i>(supervisor to contact IT Service Desk to return these)</i>		
Office & building keys		
P-Card		
All time and leave reporting completed in TLR		
Ed-Pass/Building Access		
Long Distance Codes		
Software Access		

Please see the [employee exit survey](#).

# Direct Supervisor Exit Process Instructions

All boxes must be filled in with the appropriate information or signed by the exiting employee or direct supervisor. It is the supervisor's responsibility to collect the exiting employee's items and ensure they are turned in to the appropriate office (e.g. keys should be returned to security). If necessary, please contact Human Resources for additional information.

## Box 1: Office Supplies and Equipment, Desk & File Key(s), Computer Accessories

1. Please collect all items that have been issued to the employee.
2. Once the items are returned to the Direct Supervisor, the Direct Supervisor and employee sign.

## Box 2: Cell phone, Laptop, Desktop Computers, Tablets

1. As the Direct Supervisor, you are expected to contact the IT helpdesk (x1234) to confirm what IT items have been issued to the employee. This ensures you know what to collect from the exiting employee. Typical items include: Laptop; Cellphone; Tablets.
2. Once the items are returned to the Direct Supervisor, the Direct Supervisor and employee sign.

## Box 3: Office & Building Keys

1. As the Direct Supervisor, you are expected to contact the Security office to determine which, if any, keys have been issued to the employee.
2. Once the item is returned to the Direct Supervisor, the Direct Supervisor and employee sign.

## Box 4: P-Card

1. If the employee has been issued a P-Card, collect the P-Card from the employee, cut up the card and send it via campus mail to BUDACT Attn P-Card
2. Once the item is returned to the Direct Supervisor, the Direct Supervisor and employee sign.

## Box 5: All Time and Leave reporting completed in TLR / Liquid Office (Faculty)

1. Please review the final and complete TLR/Liquid Office with the exiting employee.
2. Once TLR / Liquid Office has been completed, the Direct Supervisor and employee sign.

## Box 6: Ed-Pass/Building Access

1. Please collect the Ed-Pass from the exiting employee.
2. Once the item is returned to the Direct Supervisor, the Direct Supervisor and employee sign.

## Box 7: Long Distance Codes

1. If the employee has been issued a Long Distance Code, document the Long Distance Code and report the code to IT so they can shut it off.
2. Once the code is documented, the Direct Supervisor and employee sign.

#### Box 8: Software Access

1. As the Direct Supervisor, you may be aware of additional software access the exiting employee may have that is unique to the position or department (e.g. CEIPlus, Maxient, Training Tracker, etc.). Create a list of all additional software access the employee has been given and who must be contacted to rescind the employee's access.
2. Once the list has been created, the Direct Supervisor and employee sign.
3. The Direct Supervisor will contact the software administrator and have access rescinded.

## Additional Information

Please be aware that the following actions will be taken when an employee leaves the college:

- All IT Active Directory accounts (Computer access, email, Canvas, WiFi, EmpPass, 25Live) which require login access using the employees email login will be closed on the final day of employment.
- Access to employee's voicemail messages will be removed upon the final day of employment.
- The phone extension assigned to the employee will be retained by the department. When a new employee is hired to fill the position the supervisor should follow the new checklist and contact IT to set up the new employee's phone number.
- Employee will retain access to their entire suite of google applications, including email, Google docs, Google sites, calendar, etc., until the final day of employment.

**If access to any of the above systems or accounts is needed beyond the final day of employment, the Direct Supervisor must email the IT Help Desk, with a cc to the VP and Director of Human Resources.** The request must include a justification and proposed time period (e.g. 30 days) for the extension. Please submit the request as soon as possible prior to the final day of employment.

Human Resources will send a letter to the employee thanking them for their service and outlining the exit process. Please be sure to remind the employee to retain a copy of their SID and PIN to ensure they can login and view their earnings history after leaving the College.