EXIT CHECKLIST

This form should be used by the unit head or his/her designee to provide for orderly separation of an employee who is resigning, retiring, or otherwise terminating employment with the AgCenter.

____ Obtain all keys (including building, vehicles, filing cabinets, storage facilities, housing, etc.)

____ Obtain Visa Travel Card. (Cut and return to Pat Broussard, AgCenter Accounting Services.)

____ Obtain LaCarte Purchase Card (if applicable). (Return to Pat Broussard, AgCenter Accounting Services.)

____ Obtain university ID card (not required for retirees).

____ Provide form and/or advise employee concerning contact person for information on retirement refund. (Contact person is Kathy Loyd in AgCenter HRM.)

____ Advise employee concerning contact person for insurance and related matters. (Contact person is Kathy Loyd in AgCenter HRM.)

____ Have employee close out any remaining travel vouchers and travel advances.

____ Have employee submit and sign any remaining leave slips, timesheets, or leave certification forms.

____ Designate a time and make arrangements to close the employee’s e-mail address. (Contact Computer Services.)

____ Identify any access the employee may have had to university databases and either cancel logonid or change the password.

____ Obtain a forwarding address for the employee and notify them to keep their address current so they can receive their W-2.