



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.