

Employee Exit Checklist

To be completed by the Supervisor and/or HRF

It is the responsibility of the supervisor and/or the HRF to ensure that the separation steps outlined below are reviewed and taken when an employee is leaving UMKC or transferring divisions/schools/departments. Sign and date the form to confirm your review of the checklist with the employee. **Please forward a signed copy along with the PAF to HR for the employee's personnel file.**

Employee Name:	Employee's ID Number:		
Title:	Department:		
Last Day of Work:	Supervisor:		
Is the departing employee a current UMKC student? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If the employee is also a student at UMKC, some access will continue, to ensure continued access contact the Help Desk at ext. 2000.</i>			
Voluntary Separation <input type="checkbox"/> Ask the employee for a letter of resignation <input type="checkbox"/> Ask the employee to complete the on-line exit survey located on the employee relations page under the related links as "UMKC Exit Survey"			
Involuntary Separation – <u>CONTACT HUMAN RESOURCES IN ADVANCE</u> <input type="checkbox"/> Confirm last day of employment <input type="checkbox"/> Determine the appropriate process for removal of the employee's contents from office or workspace and secure computer networks and files. <i>Contact UMKC Police, if applicable, at ext. 1515</i>			
PAYROLL AND FINAL PAY PERIOD – Complete these forms or initiate these processes. <input type="checkbox"/> PAF/Include the Exit Checklist <input type="checkbox"/> Vacation Leave Balance Hours: _____ (Lump sum vacation hours paid on final check for regular employees who have satisfactorily completed their probationary period.) <u>HRF must add hours to final webtime</u> <input type="checkbox"/> Final Time Sheet <input type="checkbox"/> Update current address for Payroll W-2 <input type="checkbox"/> Retirement benefits: Remind employee to call Employee Benefits ext. 1625 if eligible <input type="checkbox"/> Outstanding travel vouchers <input type="checkbox"/> Fiscal reimbursements <input type="checkbox"/> Last pay date: _____ <input type="checkbox"/> Direct Deposit (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pickup paycheck/stub or mail to home (circle one) <input type="checkbox"/> Other _____			
Advise, retrieve, cancel, or secure the following items: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Staff Identification Card <input type="checkbox"/> Office and/or desk keys <input type="checkbox"/> Hard-copy files <input type="checkbox"/> Telephone calling card <input type="checkbox"/> Department network/e-mail account & Electronic files Requires HR/CIO Approval <input type="checkbox"/> Voice mail password: _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Travel <input type="checkbox"/> Pager, Laptop and/or cell phone <input type="checkbox"/> Parking hang tag <input type="checkbox"/> Pro Card <input type="checkbox"/> Purchasing Card and/or Credit Cards <input type="checkbox"/> Other University property: _____ </td> </tr> </table>		<input type="checkbox"/> Staff Identification Card <input type="checkbox"/> Office and/or desk keys <input type="checkbox"/> Hard-copy files <input type="checkbox"/> Telephone calling card <input type="checkbox"/> Department network/e-mail account & Electronic files Requires HR/CIO Approval <input type="checkbox"/> Voice mail password: _____	<input type="checkbox"/> Travel <input type="checkbox"/> Pager, Laptop and/or cell phone <input type="checkbox"/> Parking hang tag <input type="checkbox"/> Pro Card <input type="checkbox"/> Purchasing Card and/or Credit Cards <input type="checkbox"/> Other University property: _____
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EXITING EMPLOYEE'S SUPERVISOR – Coordinate these activities <input type="checkbox"/> Farewell gathering/social <input type="checkbox"/> Office gift/service award <input type="checkbox"/> Remind employee to complete the Exiting Employee Survey online at https://tinyurl.com/ExitSurvey-UMKC			

Supervisor or HRF

Date