



EMPLOYEE EXIT CHECKLIST

TO BE COMPLETED BY EMPLOYEE UPON SEPARATION:

Employee Responsibilities	Completed
Prior to last day	
Submit resignation letter with date (Please note if transferring to another state agency)** <i>(A two weeks' notice is considered an appropriate notice for future rehire status with the University)</i>	
Consider impact to benefits and retirement (visit: https://www.lsu.edu/hrm/employees/benefits/terminated.php)	
Confirm that all time off requests have been submitted and approved. In addition, complete any remaining leave certification in your myLSU.	
If applicable, submit time entries in Workday.	
Last day	
Return all University property to your department: keys, uniforms, computer, tools, cell phone, radio, etc.	
Return LaCarte Card to department or Accounts Payable and Travel	
Return LSU parking tag and wand to the Office of Parking Traffic, and Transportation <i>(Failure to do so results in charge of parking tag monthly fee and \$30/wand)</i>	
Remove all personal belongings from campus	
Upon voluntary resignation, complete exit interview in Workday	
Additional Notes	
The current year's W-2 will be available through your Workday account	
Any outstanding pay (including leave payouts) will be issued on the regular wage cycle	
If transferring to another state agency, leave balances will transfer and will not be paid out**	
Benefits will end on the last day of the month of separation	
Upon voluntary resignation, email will be active for 30 days <i>(If terminated for cause, email will be deactivated at termination)</i>	