



COLLEGE OF SCIENCE & ENGINEERING EMPLOYEE EXIT CHECKLIST

INSTRUCTIONS: Use this checklist to document termination controls, and begin process as soon as it is known employee is leaving. If action not required, indicate NA. Maintain original in the employee's inactive personnel file

Employee Information

Name	UIN	Room #
Employee is:	Last Day	<input type="text"/>

Immediate Supervisor

Property Officer: Equipment and Inventory

COSE Property Officer to contact the Property Office for a full list of tagged equipment, instruments and/or devices assigned to the staff/faculty offices and/ or lab. **IMPORTANT: Any inventory item listed that faculty wishes to take should have a written approval of the Department Chair and the Dean.**

Inventory list attached
 Highlighted items staff/faculty wishes to take
 Items taken approved by the Department Chair and Dean

Remarks

Certified By:	Date:
	<input type="text"/>

Research Samples/Specimens

List all samples/specimens in employee's possession with a detailed plan for disposal or distribution. Use a separate sheet for additional items.

Sample/Specimen	Description & Plan for Disposal / Distribution
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Certified by:	Date:
	<input type="text"/>

Information Technology (College)

Access & Equipment Information: Deactivate computer access including access to division shared files
Delete information from college website
Return of lecture capture devices

Certified by:

Date:

S&E Business Office

Submit: Outstanding Travel Reimbursements
Outstanding Fiscal Reimbursements
Outstanding Receipts
Pcard Reconciliation

Close: CITI Bank Travel Card
CITI Bank Purchase Card

PI Requirement Outstanding report in Maestro
Outstanding invoices in FAMIS as of date: _____
Transfer of PI responsibility to _____
Transfer of grant to another institution _____

Certified by:

Date:

Department Admin

Retrieve: Desk/Cabinet Keys
Other Non-University Keys
Student Grade Records
Incomplete Grades (please check if applicable)

Admins to Prepare: EPA Document via Canopy
Handover of duties
Notification of transition of duties
Include Resignation Letter or approval to terminate in personnel file and move file to inactive. Retain according to retention schedule

Other Remarks:

Certified by:

Date: