

University of Idaho

EMPLOYMENT EXIT CHECKLIST

Note: Employees terminating employment with the University of Idaho are required to make contact with the following offices to ensure that all University properties are returned, accounts cleared, and necessary information is provided. Terminating employees are responsible to obtain confirmation from authorized persons and return this completed form to Human Resources at the exit interview.

Employee's Name: _____

Title: _____

Employee's Unit: _____ **Term. Date:** _____

EMPLOYEE'S Unit	N/A (√)	UNIT'S INITIALS	EMPLOYEE INITIALS
Keys/Card Readers (Vandal Card) Returned			
Credit/Purchasing Cards Returned			
University Assets Returned:			
Books			
Computer(s)			
Computer Software			
Laboratory Equipment			
Laboratory Animals			
Vehicles/Motorized Equipment			
Personal Protective Equipment			
Other: _____			
Other: _____			
Banner Security Delisting Accomplished			
ITS Notified Re: Termination			
Records Management Notified			
Compensatory Time/Leave Balance Entered			
Student Accounts/Cashiers Office (BAAS)			
Accounts Receivable Obligation(s) Paid			
Computer Store Balance/Notified?			

University of Idaho

EMPLOYMENT EXIT CHECKLIST (CONT)

Employee's Name: _____

Title: _____

Employee's Unit: _____ Term. Date: _____

EMPLOYEE'S Unit	N/A (√)	UNIT'S INITIALS	EMPLOYEE INITIALS
Keys/Card Readers (Vandal Card) Returned			
Credit/Purchasing Cards Returned			
University Assets Returned:			
Books			
Computer(s)			
Computer Software			
Laboratory Equipment			
Laboratory Animals			
Vehicles/Motorized Equipment			
Personal Protective Equipment			
Other: _____			
Other: _____			
Banner Security Delisting Accomplished			
ITS Notified Re: Termination			
Records Management Notified			
Compensatory Time/Leave Balance Entered			
Student Accounts/Cashiers Office (BAAS)			
Accounts Receivable Obligation(s) Paid			
Computer Store Balance/Notified?			
<u>HUMAN RESOURCES</u>	N/A (√)	UNIT'S INITIALS	EMPLOYEE INITIALS