

# SUPERVISOR/DEPT. CHAIR AND EMPLOYEE EXIT CHECKLIST

This checklist is intended to help supervisors/department chairs and employees complete each employee's exit process. If either the employee or supervisor would like a copy of this checklist put into the employee's personnel file, the supervisor and employee must sign and date this form before forwarding it to HRC.

\_\_\_\_\_  
**Employee Name** **Department**

\_\_\_\_\_  
**Last Day Worked**

**Please check all of the following that apply to verify that action has been completed. If not applicable, indicate with N/A.**

1. \_\_\_\_ Send letter of resignation or completed Employee Resignation/Leave Notification Form to Office of Human Resources. **(Contact HRC at 725-4926)**
2. \_\_\_\_ Give PSU identification card to supervisor.
3. \_\_\_\_ Give PSU parking/bus pass to Parking & Transportation Office.
4. \_\_\_\_ Give Procurement cards to supervisor/department chair.
5. \_\_\_\_ Give Telecommunications cards/passwords to supervisor/department chair.
6. \_\_\_\_ Give Motor Pool charge cards to supervisor/department chair.
7. \_\_\_\_ Cancel Banner, Odin and other computer system/network accounts. **(Use the Account Deactivation Request form at <http://www.uss.pdx.edu/files/DeactivateAccount.pdf> to terminate an account. Contact OIT Help Desk at 5-HELP for immediate account removal)**
8. \_\_\_\_ Cancel authorization to pick-up payroll checks from cashier's and notify HRC. **(Send e-mail to Kristin Smith at [ksmith@pdx.edu](mailto:ksmith@pdx.edu), fax to 725-5896, or send by campus mail, code HRC.)**
9. \_\_\_\_ Return any outstanding petty cash amounts or travel advances.
10. \_\_\_\_ Return any university property. **(Check inventory list for computers, and other equipment.)**
11. \_\_\_\_ Clean out desk and remove personal belongings.
12. \_\_\_\_ Employee should check with these offices for any additional outstanding issues:
  - \_\_\_\_ Library Public Access Service for no outstanding books or charges
  - \_\_\_\_ Facilities Office for no outstanding keys
  - \_\_\_\_ Accounts Receivable Office for no outstanding charges
  - \_\_\_\_ Parking & Transportation Office for no outstanding permits and fines
  - \_\_\_\_ Stott Center to clean out locker and return lock and equipment
13. \_\_\_\_ Refer Employee to Separating Employee link on the HR website:  
[http://www.hrc.pdx.edu/separating\\_employee.htm](http://www.hrc.pdx.edu/separating_employee.htm)

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*Signatures are only required if a copy of this form is requested to be included in an employee's file*

\_\_\_\_\_  
**Supervisor/Department Chair Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**