

EMPLOYEE EXIT CHECKLIST

We would like to invite you to take a moment to respond to the CAFE Exit Survey. Your responses will be reviewed by college leadership and will only be used to help CAFE determine areas for employee retention improvements: https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxIKL5P

Employee's Name	
UK ID #	
Position #	
Job Title	
Employee Type (biweekly/monthly)	
County	
Supervisor's Name	
Indicate Whether Transferring/Separating/Retiring	
Last Day of Work	
Separation Date (First day inactive)	

	Date Completed	N/A
Written Notice Received (<i>To leave in good standing, salaried staff must provide 30 days notice; bi-weekly staff must provide 2 weeks notice</i>)		
Complete all current reports and send before the last day of work		
List of all inventory and equipment assigned to employee showing that all items are accounted for and released from personal accounts		
Procard Returned / Deactivated		
Keys Returned (e.g. building, office, equipment, vehicle, etc.)		
Update Voicemail Message		
Remove personal items From Workspace		
Remind employee to return parking tag		
Remove from distribution lists, etc		
Collect UK ID Card		
Complete Separation Sheet, indicate forwarding address, & attach resignation letter		
P-16 prepared/signed (Cooperative Extension)		
Verify leave balances/for outstanding trip expenses touch base with your area travel rep		
Notify department IT that the employee is leaving/if applicable return DUO Token		
It is required that the employee be in the office the last day of work		

Cooperative Extension Items (in addition to the items above)	Date Completed	N/A
Notification sent to District Board, County Extension Council and Program Council		
Verify with the treasurer(s) of all accounts that all funds are properly accounted for with a financial statement prepared and submitted to DD and Fiscal Coordinator		
Verify leader lists, calendar of programs, and list of upcoming responsibilities have been sent to the District Director and fellow agents		
Turn in credit cards, membership cards and verify accounts have been cancelled		

	Signature	Date
Signature of Extension Employee Verifying Items Noted Above:		
Signature of District Director:		

Department Business Office Use	Completed	N/A
Update forwarding address as needed		
Enter Separation Personnel Action (except retirees)		
Delimit Long Distance Phone Code		
Delimit Cost Distribution (27)		
Enter Terminal Leave Pay Out		
Send original paperwork to CAFE Business Center		
File copies of paperwork in department file (retain for 5 years)		
Move Department Personnel File to Inactive (write separation date on top right corner of file)		
Delimit Travel Privileges (17)		
Remind employee that their portal access will end		