Employee Exit Checklist

Employee Name: _____ **ID #:** _____ **Department:** _____

Supervisor: _____ **Reason for Leaving:** _____

NOTE: The following checklist is provided to assist employees in the exit process. Employees leaving the University should be aware of their rights and benefits including COBRA. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

☑ **= Task Completed**

Section I: Employee Responsibilities

Submit written notice of termination to department, including update of new address for W-2 purposes.

Not applicable (NA)

Delete employee-specific telephone voice mail (message) before last day of work.

Not applicable (NA)

Pay outstanding debts to appropriate University units including tuition expenses, health center fees, parking tickets, etc.

Not applicable (NA)

Return all University equipment and supplies to your department representative or other appropriate representative.

Not applicable (NA)

Contact Employee Benefits (257-9519) or visit the HR website at www.uky.edu/HR for insurance termination date, retirement information, etc.

Not applicable (NA)

Remove all personal items from office and any other work space in a timely manner.

Not applicable (NA)

Return parking tag.

Not applicable (NA)

Return DUO Token to the ID Office   *Not Applicable (NA)*

Submit any outstanding travel expense reports in CONCUR. Ensure pending reimbursements are completed and paid.   *Not Applicable (NA)*

Submit any outstanding General Expense Reports in CONCUR and verify that all receipts and documentation has been submitted to the department personnel that serves as the pro-card edit proxy.   *Not Applicable (NA)*

_____   _____
Employee Signature   **Date**

_____   _____
Supervisor Signature   **Date**

Section II: Department Responsibilities

Cancel/revoke any signature authority the employee may have had.

Not applicable (NA)

Ensure forwarding address is correct for payroll (Tax forms, W2s)

Not applicable (NA)

Collect any procurement card(s) in the name of the employee and request cancellation of the cards.

Not applicable (NA)

Verify vacation and sick leave balances (if appropriate).

Not applicable (NA)

Department phone list and website, email distribution lists (remove listing).

Not applicable (NA)

Prepare and submit Employee Separation Sheet (www.uky.edu "Forms" page), indicating employee's forwarding address for W-2 purposes.

Not applicable (NA)

Submit final timesheet.

Not applicable (NA)

Parking Permit returned.

Not applicable (NA)

Verify return of all University equipment and supplies for terminating employee (cell phone, laptop, keys to office, etc.).

Not applicable (NA)

Ensure termination of employee's access to computer systems, including specific departmental systems, email accounts, accounting, budget, and payroll/personnel systems, etc.

Not applicable (NA)

Verify all the employee's personal items have been removed from the office and any other work space.

Not applicable (NA)

For information regarding **email and software access** please visit https://cafebusinesscenter.ca.uky.edu/files/email_and_software_access.pdf and for **document access** visit https://mydocs.uky.edu/

We invite you to respond to the CAFE Exit Survey:

https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxIKL5P

You can also scan the QR code to access the survey!