



# EXIT CHECKLIST

*Instructions: Please complete top portion of document on your pc. Remainder of form may either be completed on your pc or manually. Please print two-sided, when possible, and forward completed form to HR.*

Employee:  Dept:

Forwarding Address and Phone:

Termination/Retirement Date:

**Initials of Receiver**

**Office/Location to Return Item**

**ITEMS TO BE RETURNED IN VARIOUS CAMPUS BLDGS.**

- |   |                      |                     |
|---|----------------------|---------------------|
| <input type="checkbox"/> library                | <input type="text"/> | Murphy Library      |
| <input type="checkbox"/> rental materials       | <input type="text"/> | Textbook Rentals    |
| <input type="checkbox"/> telephone calling card | <input type="text"/> | Protective Services |
| <input type="checkbox"/> parking pass           | <input type="text"/> | Protective Services |

**ITEMS TO BE RETURNED /COMPLETED IN GRAFF MAIN HALL BLDG.**

- |   |                      |   |
|---|----------------------|---|
| <input type="checkbox"/> UWS Corp. Travel Master Card   | <input type="text"/> | Business Services, Rm. 125  |
| <input type="checkbox"/> procurement card   | <input type="text"/> | Business Services, Rm. 125  |
| <input type="checkbox"/> AAO exit survey (Fac, Ac Staff, Class)                               | <input type="text"/> | <a href="https://secure.uwlax.edu/surveys/TakeSurvey.aspx?SurveyID=l2K14p4K">https://secure.uwlax.edu/surveys/TakeSurvey.aspx?SurveyID=l2K14p4K</a> |
| <input type="checkbox"/> lab cleanouts (for potentially hazardous chemicals)                  | <input type="text"/> | Env Hlth & Safety, Rm 235   |
| <input type="checkbox"/> final timesheet (classified)   | <input type="text"/> | Human Resources, Rm. 144  |
| <input type="checkbox"/> final leave report form (unclassified)                               | <input type="text"/> | Human Resources, Rm. 144  |
| <input type="checkbox"/> address <b>change</b> -include address, person ID and effective date | <input type="text"/> | Human Resources, Rm. 144  |
| <input type="checkbox"/> benefit review   | <input type="text"/> | Human Resources, Rm. 144  |

# EXIT CHECKLIST

(CONTINUED)

**Initials of  
Receiver**

**ITEMS TO BE RETURNED TO/COMPLETED WITH SUPERVISOR**

<input type="checkbox"/>	keys		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	what phone number did you use? did it have voice mail? if so, what is the password?	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	computer login and password(s)	<input style="width: 100%; height: 80px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	property inventory (computer, software, reports, copier venda card, etc.)		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	accounts; close out, reconcile, and transfer to new administrator		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	outside activities report (unclassified employees only)		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	uniform(s), tools, pager, badge		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	grades/incomplete grades (instructional staff only)		<input style="width: 100%;" type="text"/>
**Please list other items returned, if any.		<input style="width: 100%; height: 100px;" type="text"/>	<input style="width: 100%;" type="text"/>

**CERTIFICATION AND SIGNATURES**

I certify that I have contacted all of the above offices and have turned in all state property. Property not returned will be reported to Protective Services. Please retain any personnel documents you may need for the future. A copy of your personnel file can be made for you for a nominal copying fee by contacting Human Resources, 785-8013, 144 Graff Main Hall.

<input style="width: 100%; height: 20px;" type="text"/>	/	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	/	<input style="width: 100%; height: 20px;" type="text"/>
Employee Signature		Date	Supervisor Signature		Date

**Forward completed form to Human Resources**

Employee File:     C-A-KA  
                              U-1-KA