EMPLOYEE EXIT CHECKLIST

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Termination

Employee ID No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Quit 🞏 Discharge 🞏 Transfer 🞏 Layoff 🞏 LOA

**OTHER** (Explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Not**

**Item Returned Not Returned Appl. Yes No**

Tools & Equipment ( ) ( ) ( )

Personal Protective Equipment ( ) ( ) ( )

Manuals, Catalogs, Guides ( ) ( ) ( )

Employee Badge ( ) ( ) ( )

Keys ( ) ( ) ( )

Computer Diskettes ( ) ( ) ( )

Password removed from computer ( ) ( )

Expense Account checked ( ) ( ) ( )

Company Credit card returned ( ) ( ) ( )

COBRA Rights explained ( ) ( )

Final work time verified and approved ( ) ( )

Payroll deductions checked ( ) ( )

Final paycheck issued ( ) ( )

Other ( ) ( ) ( ) ( ) ( )

Human Resources Manager Date