



# Employee Exit Form

Required for all employees ending employment

This form provides a thorough checkout for all employees and allows the final paycheck to be issued correctly. Employees should bring the completed form to the Human Resources Office on, or before, the last day of work.

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

**Supervisor:** \_\_\_\_\_ **Last Day of Employment:** \_\_\_\_\_

**Please provide a reason for ending your employment:** \_\_\_\_\_

Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_

**Exit Checklist:** Requires signatures from authorized representatives in each area.

**Immediate Principal/Supervisor**

If Applicable - Transfer department information (manuals, status of works in progress, etc.); return property, equipment, etc.)

\_\_\_\_\_  
**Principal/Supervisor responsible to call technology, ext. 2035, to close out.**

**Technology Equipment: ext. 2035**, If applicable - **Attach Fixed Asset form** (Computers, cell phones, radios, tools, toners, iPads, Access Card, etc)

\_\_\_\_\_

**Locks and Keys: Turn into HR or Designated School Site Personnel**

Attach key log or Name Keys: \_\_\_\_\_

\_\_\_\_\_

**Information Technology: Brian Bowman**

Close e-mail, user accounts, and home directory. (access will not be available after noon on last day of employment)

\_\_\_\_\_

**Human Resources**

Return employee ID card and Exit Form (Retirees need to make sure that all insurance paperwork has been completed)

\_\_\_\_\_

**Finance Department**

**EEF Card – if you are still in possession of your card you will need to return it to the Finance Office.**

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature of Human Resource Representative