

## Employee Exit Checklist

### To be completed by the Supervisor and/or HRF/HRBP

It is the responsibility of the supervisor and/or the HRF/HRBP to ensure that the separation steps outlined below are reviewed and taken when an employee is leaving UMKC or transferring divisions/schools/departments. Sign and date the form to confirm your review of the checklist with the employee.

**Please forward a signed copy along with the PAF to HR for the employee's personnel file.**

<b>Employee Name:</b>	<b>Employee's ID Number:</b>		
<b>Title:</b>	<b>Department:</b>		
<b>Last Day of Work:</b>	<b>Supervisor:</b>		
<b>Is the departing employee a current UMKC student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If the employee is also a student at UMKC, some access will continue, to ensure continued access contact the Help Desk at ext. 2000.</i>			
<b>Voluntary Separation</b> <input type="checkbox"/> Ask the employee for a letter of resignation <input type="checkbox"/> Ask the employee to complete the on-line exit survey located on the employee relations page under the related links as "UMKC Exit Survey"			
<b>Involuntary Separation – <u>CONTACT HUMAN RESOURCES IN ADVANCE</u></b> <input type="checkbox"/> Confirm last day of employment <input type="checkbox"/> Determine the appropriate process for removal of the employee's contents from office or workspace and secure computer networks and files. <i>Contact UMKC Police, if applicable, at ext. 1515</i>			
<b>PAYROLL AND FINAL PAY PERIOD – Complete these forms or initiate these processes.</b> <input type="checkbox"/> PAF/Include the Exit Checklist <input type="checkbox"/> Vacation Leave Balance Hours: _____ (Lump sum vacation hours paid on final check for regular employees who have satisfactorily completed their probationary period.) <b><u>HRF must add hours to final webtime</u></b> <input type="checkbox"/> Final Time Sheet <input type="checkbox"/> Update current address for Payroll W-2 <input type="checkbox"/> Retirement benefits: Remind employee to call <b>Employee Benefits ext. 1625 if eligible</b> <input type="checkbox"/> Outstanding travel vouchers <input type="checkbox"/> Fiscal reimbursements <input type="checkbox"/> Last pay date: _____ <input type="checkbox"/> Direct Deposit (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pickup paycheck/stub or mail to home (circle one) <input type="checkbox"/> Other _____			
<b>Advise, retrieve, cancel, or secure the following items:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Staff Identification Card  <input type="checkbox"/> Office and/or desk keys  <input type="checkbox"/> Hard-copy files  <input type="checkbox"/> Telephone calling card  <input type="checkbox"/> Department network/e-mail account &amp; Electronic files                Requires HR/CIO Approval  <input type="checkbox"/> UMKC Box Files (review Box Ownership Change Procedure)  <input type="checkbox"/> Voice mail password: _____         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Travel  <input type="checkbox"/> Pager, Laptop and/or cell phone  <input type="checkbox"/> Parking hang tag  <input type="checkbox"/> Pro Card  <input type="checkbox"/> Purchasing Card and/or Credit Cards  <input type="checkbox"/> Other University property: _____         </td> </tr> </table>		<input type="checkbox"/> Staff Identification Card <input type="checkbox"/> Office and/or desk keys <input type="checkbox"/> Hard-copy files <input type="checkbox"/> Telephone calling card <input type="checkbox"/> Department network/e-mail account & Electronic files Requires HR/CIO Approval <input type="checkbox"/> UMKC Box Files (review Box Ownership Change Procedure) <input type="checkbox"/> Voice mail password: _____	<input type="checkbox"/> Travel <input type="checkbox"/> Pager, Laptop and/or cell phone <input type="checkbox"/> Parking hang tag <input type="checkbox"/> Pro Card <input type="checkbox"/> Purchasing Card and/or Credit Cards <input type="checkbox"/> Other University property: _____
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<b>EXITING EMPLOYEE'S SUPERVISOR – Coordinate these activities</b> <input type="checkbox"/> Farewell gathering/social <input type="checkbox"/> Office gift/service award <input type="checkbox"/> <b>Remind employee to complete the Exiting Employee Survey online at:</b> <a href="https://tinyurl.com/ExitSurvey-UMKC">https://tinyurl.com/ExitSurvey-UMKC</a>			

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Supervisor or HRF

\_\_\_\_\_  
Date