
Employee's Name (Last, First, Mi)

Employee's ID #

Department

The following will ensure a proper and complete exit process of all staff and faculty:

DEPARTMENTAL RESPONSIBILITIES

- Submit HR Action Form and appropriate documentation (i.e., resignation letter, performance data) to Human Resources on or before the last day of employment.
- Remove employee from authorized signature list(s) as applicable.
- Ensure Florida Tech property has been returned, ie:
 - Computer Equipment
 - Cell phones
 - Pagers
- Keys return to locksmith (Questions - Facilities Mgmt x8038)
- Uniforms
- P-Cards
 - Destroy card
 - Return Account Information Change Form to Purchasing (Questions - Purchasing x7366)
- Campus ID Cards – Return to Campus Services (Questions – Campus Services x8076)
- Other _____
- Forward completed Exit Checklist to Human Resources (Questions – HR x8100)

HUMAN RESOURCES RESPONSIBILITIES

- Notify by email:
 - Position Control
 - Information Technology
 - Administrative Computing
 - Purchasing
 - Telecom
 - Institutional Research

NOTE: Forward ALL future employment verification inquiries to Human Resources

Supervisor/Dept. Head: _____
(Signature)

Date _____

(Print Name)

Human Resources: _____
(Signature)

Date _____

(Print Name)