Florida Institute of Technology

HUMAN RESOURCES
EMPLOYEE EXIT CHECKLIST

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:

DEPARTMENT 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, i.e.:
  • Computer Equipment
  • Cell phones
  • Pagers

☐ Keys return to locksmith
  (Questions • Facilities Operations x8038)

☐ Uniforms

☐ P•Cards
  • Return card
  • Return Account Information Change Form to Purchasing (Questions • Purchasing x7366)

☐ Campus ID Cards – Return to Campus Services
  (Questions – Campus Services x8076)

☐ Other ________________________________

☐ Did this employee supervise others?
  If yes, list the names of who they supervised
  ______________________________________
  ______________________________________

HUMAN RESOURCES RESPONSIBILITIES

☐ Notify by email:
  • Position Control
  • Information Technology
  • Administrative Computing
  • Purchasing
  • Telecom
  • Institutional Research
  • Payroll
  • Security
  • Campus Services
  • Locksmith
  • Internal Auditor

CAMPUS SERVICES

☐ Refund ID card balances

☐ Forward completed Exit Checklist to Human Resources

NOTE: Forward ALL future employment verification inquiries to Human Resources

Supervisor/Dept. Head: ____________________________________________ Date ____________________

  (Signature)

  (Print Name)

Human Resources: ____________________________________________ Date ____________________

  (Signature)

  (Print Name)