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
  - Equipment acquired by grant funds

  (Questions • OSP x7269)

☐ 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)

☐ Grants
  - Ensure faculty has signed Effort Report
  - Status of Incentive Fund

☐ Other _____________________________

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

  ________________________________________
  ________________________________________
  ________________________________________
  ________________________________________

☐ Forward completed Exit Checklist to Human Resources

HUMAN RESOURCES RESPONSIBILITIES

☐ Notify by email:
  - Information Technology
  - Administrative Computing
  - Purchasing
  - Telecom
  - Institutional Research
  - Payroll
  - Security
  - Campus Services
  - Locksmith
  - Internal Auditor
  - Office of Sponsored Programs

☐ Refund ID card balances

CAMPUS SERVICES

NOTE: Forward ALL future employment verification inquiries to Human Resources

Supervisor/Dept. Head: ____________________________  Date: ________________  (Signature)

____________________________  (Print Name)

Human Resources: ____________________________  Date: ________________  (Signature)

____________________________  (Print Name)