Before beginning, first review Emory University’s Exit Checkout Process listed on the HR website at: https://hr.emory.edu/eu/resources/hr-rep/exit-process.html. This page has instructions and information about the process as well as training guides, FAQs and more.

Log in to the mobile-friendly checkout tool at: https://apps.hr.emory.edu/checkout using your Emory NetID and password.
3 Click on **Create Checkout** from the top menu.

4 Fill in the **termination type** and the **termination date** and search for the **employee** who is being checked out. You must search by name: last, first or employee ID #. When finished, click the **Search for Jobs** button. The employee’s information will then populate in the box below. If the employee has more than one job, select the correct position. Next, click on **Create a New Checkout**.
The checklist will then appear. Check all tasks as they are **Completed** or check them as **Not Applicable (N/A)**. You can also assign tasks to others (these individuals will only be able to update the status of the task(s) assigned to them).

**IMPORTANT:** Make sure you upload a scanned copy of the **Property Return and Confidentiality Agreement** signed by the employee who is leaving Emory. The employee will be marked ineligible for rehire in the HR System until this form is signed and uploaded.

---

When you are finished with all items, click the **Complete Checkout** button. You can also use the **Save Checkout and Exit** button to return and finish it later.
You’re all done! Congratulations!

**TIPS**

Make sure you:

1. Mark each task **Complete** or **N/A**.
2. Upload a **Property Return and Confidentiality Agreement** signed by the separating employee.
3. Mark the checkout **Complete**.

**REMINDER EMAILS**

Reminder emails will only be sent to the checkout creator, the supervisor of record and the global editors. Due to the varied and sensitive nature of some terminations, this tool does not generate automatic email notifications to individual task assignees.