

# Supervisor's Checklist for Exiting Employees

## INFORMATION

Employee Name:	Employee ID:
Last Date of Employment:	
Forwarding Address (Street, City, State, Zip):	Phone:

## RETURN OF UNIVERSITY PROPERTY AND DATA

ITEM	COMPLETED	N/A
Keys: Building access, work area, offices, desk, file cabinets, storage, vehicle		
Uniforms		
Name badges and pins		
EmoryCard		
Emory P-Card and/or Corporate Card		
Review all corporate card balances to clear (collect) any outstanding personal balances		
Parking hang tag		
All university property and data		
Personal computer, laptop, iPad, tablet or other personally issued electronics		
Cell phone, pager, PDA, zip drives, CD's, memory sticks, etc.		

## HUMAN RESOURCES

Involuntary Termination: Contact HR Employee Relations prior to termination meeting		
Voluntary Termination: Copy of resignation letter for HR employee file		
Enter Termination via HR Web or eHRAF prior to or no later than the effective termination date		
Remaining accrued vacation for both exempt and non-exempt employees will be calculated and paid by Payroll following the termination		

## SYSTEMS TERMINATION

Contact LITS Help Desk at 404.727.7777 to deactivate university accounts		
Contact your department IT support to change any shared pass codes, deactivate local accounts and applications, database and server access, and arrange for forwarding of voice and e-mail (note: email accounts remain active for up to 30 days; to mark an account for immediate disabling or deletion, the supervisor or HR representative of the employee will be required to approve). Remove second Healthcare NetID for Healthcare sign-ons for those employees who have access in both EU and EHC. Contact your central HR Employee Relations Director for approval to delete university accesses.		
Remove Verizon, AT&T or other carrier accounts for Emory issued cell phones or confirm a switch to individual plans.		

## PHYSICAL ACCESS REMOVAL

Submit appropriate requests to remove all access to restricted buildings, floors and areas including, but not limited to: data centers, hospitals, reactors, labs, animal care facilities, and onsite/offsite storage units.		
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## DISCUSS WITH EMPLOYEE

Resources available on the HR website such as: Separation from Service FAQs, Benefits Separation Checklist, COBRA and the Exit Interview Survey.		
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