**Exit Checklist**

Employee name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EID#

Last day worked Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acceptance of Resignation Letter Received? Yes \_\_\_No Date written resignation rec’d \_\_\_\_\_\_\_\_\_

**REASON:** Resignation\_\_\_\_\_ Transfer other CU dept. \_\_\_\_\_ Retirement\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **TO BE COMPLETED BY SUPERVISOR:**  \_\_\_\_\_ Notify PPL  \_\_\_\_\_ Collect dept. issued ID   cards    \_\_\_\_\_ Cancel logons to HCM,  CIW, ISIS, FIN  \_\_\_\_\_ Keys issued are   collected  \_\_\_\_\_ Cancel e-mail/dist lists  \_\_\_\_\_ Collect business all pass   parking permit  \_\_\_\_\_ Ensure last timesheet is reconciled and approved  \_\_\_\_\_ Collect university credit  cards/pending charges?  (procurement/travel card)  \_\_\_\_\_ Purchase Orders if any?  \_\_\_\_\_ Cell Phone, Pager, Camera, Accessories, Laptops, etc. returned  \_\_\_\_\_ Cancel copier code  \_\_\_\_\_ Software licenses  \_\_\_\_\_ Reassign permissions, if   any? Key issuing, Proctor  Is this employee a supervisor?  \_\_\_ Yes \_\_\_No  \_\_\_\_\_ Evaluations for Direct  Reports sent for completion  \_\_\_\_\_ Evaluations for  Direct Reports recd. | **TO BE COMPLETED BY DEPT. PAYROLL LIAISON:**  \_\_\_\_\_ Buff One card, Eco-Pass   turned in  \_\_\_\_\_ Leave Balances  Discussed  \_\_\_\_\_ Send copy of final leave   balance sheet to HR 565UCB  \_\_\_\_\_ [Cancel PSC cards](https://www.cu.edu/psc/forms/cardholder-update-procurement-and-travel-cards-cu)  (procurement/travel card)  \_\_\_\_\_ Access Cards turned in and  disabled  \_\_\_\_\_ Parking Permit  \*refer employee by 10th to  Parking Office to turn in pass    \_\_\_\_\_ Gate Card turned in, if any  \_\_\_\_\_ Phone display updated,   voicemail pswd disabled  \_\_\_\_\_ Address, home email verified  \_\_\_\_\_ Give ES contact info.  to go over retirement, benefits  \_\_\_\_\_ Final payment submitted  \_\_\_\_\_ Pay up to max of vacation at   separation, VCT for  resignation  \_\_\_\_\_ Termination in HCM  \_\_\_\_\_ Return other CU property  \_\_\_\_\_ Contact [oithelp@colorado.edu](mailto:oithelp@colorado.edu) for assistance with ensuring your employee’s IT access is disabled appropriately. | **TRANSFER WITHIN CAMPUS:**  \_\_\_\_\_ Release employee to new   department in HCM  \_\_\_\_\_ Notify PPL of exception   time to report in CU TIME  \_\_\_\_\_ Provide leave balance   record to new dept. |
| **RETIREMENT:**  \_\_\_\_\_ Has employee spoken to   PERA if applicable.  \_\_\_\_\_ Has employee spoken to a   benefits professional  \_\_\_\_\_ Pay up to max on VCT  \_\_\_\_\_ Pay 25% of sick up to max  \_\_\_\_\_ Leave balances at 0.00   upon retirement  \_\_\_\_\_ |
| **Additional information:**  Termination effective date in HCM is the following day after last day worked.  Prorated leave accruals until last day worked and pay out vacation. |

