**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, ProctorIs 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 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. |

