

Employee Exit Checklist

To be completed by the Supervisor and/or HRF/HRBP

It is the responsibility of the supervisor and/or the HRF/HRBP to ensure that the separation steps outlined below are reviewed and taken when an employee is leaving UMKC or transferring divisions/schools/departments. Sign and date the form to confirm your review of the checklist with the employee.

Please forward a signed copy along with the PAF to HR for the employee's personnel file.

Employee Name:	Employee's ID Number:		
Title:	Department:		
Last Day of Work:	Supervisor:		
Is the departing employee a current UMKC student? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If the employee is also a student at UMKC, some access will continue, to ensure continued access contact the Help Desk at ext. 2000.</i>			
Voluntary Separation <input type="checkbox"/> Ask the employee for a letter of resignation <input type="checkbox"/> Notify employee that they will receive an Exit Survey from UM System to complete if they are interested.			
Involuntary Separation – <u>CONTACT HUMAN RESOURCES IN ADVANCE</u> <input type="checkbox"/> Confirm last day worked <input type="checkbox"/> Determine the appropriate process for removal of the employee's contents from office or workspace and secure computer networks and files. <i>Contact UMKC Police, if applicable, at ext. 1515</i>			
PAYROLL AND FINAL PAY PERIOD – Complete these forms or initiate these processes: <input type="checkbox"/> PAF/Include the Exit Checklist <input type="checkbox"/> Finalize Time Sheet <input type="checkbox"/> Outstanding travel expense reports <input type="checkbox"/> Fiscal reimbursements <input type="checkbox"/> Last pay date for time worked: _____ <input type="checkbox"/> Vacation Leave & compensatory time will be paid lump sum the pay period after the final working pay period for regular employees who have satisfactorily completed their probationary period. <input type="checkbox"/> Advise employee to update current address for Form W-2 and eConsent if interested <input type="checkbox"/> Retirement benefits: Remind employee to call Employee Benefits ext. 1625 if eligible			
Advise, retrieve, cancel, or secure the following items: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Staff Identification Card <input type="checkbox"/> Office and/or desk keys <input type="checkbox"/> Hard-copy files <input type="checkbox"/> Department network/e-mail account & Electronic files Requires HR/CIO Approval (Discuss with HRBP) <input type="checkbox"/> UMKC Box Files (review Box Ownership Change Procedure) <input type="checkbox"/> Voice mail password: _____ </td> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Parking hang tag <input type="checkbox"/> Pager, Laptop and/or cell phone <input type="checkbox"/> Pro Card (Purchasing/Travel) <input type="checkbox"/> Other University property: _____ _____ </td> </tr> </table>		<input type="checkbox"/> Staff Identification Card <input type="checkbox"/> Office and/or desk keys <input type="checkbox"/> Hard-copy files <input type="checkbox"/> Department network/e-mail account & Electronic files Requires HR/CIO Approval (Discuss with HRBP) <input type="checkbox"/> UMKC Box Files (review Box Ownership Change Procedure) <input type="checkbox"/> Voice mail password: _____	<input type="checkbox"/> Parking hang tag <input type="checkbox"/> Pager, Laptop and/or cell phone <input type="checkbox"/> Pro Card (Purchasing/Travel) <input type="checkbox"/> Other University property: _____ _____
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EXITING EMPLOYEE'S SUPERVISOR – Coordinate these activities <input type="checkbox"/> Farewell gathering/social (review policy https://www.umsystem.edu/ums/policies/finance/awards) <input type="checkbox"/> Office gift/service award			

Supervisor or HRF/HRBP

Date