



Employee Exit Checklist

Employee Name _____ ID# _____ Department: _____

Supervisor _____ Reason for Leaving _____

Purpose: The following checklist is provided to assist employers in the exit process. Employees leaving the University should be aware of their rights and benefits, including COBRA. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

= Task Completed

Section 1: Employee Responsibilities

- Submit written notice of termination to department, including update of new address for W-2 purposes.
 - Not applicable (NA)*
- Delete employee-specific telephone voice mail (message) before last day of work.
 - Not applicable (NA)*
- Pay outstanding debts to appropriate University units, including tuition expenses, health center fees, parking tickets, etc.
 - Not applicable (NA)*
- Return all University equipment and supplies to your department representative or other appropriate representative.
 - Not applicable (NA)*
- Contact Employee Benefits (859) 257-9519, option 3) or visit the HR website at hr.uky.edu for insurance termination date, retirement information, etc.
 - Not applicable (NA)*
- Remove all personal items from office and any other work space in a timely manner.
 - Not applicable (NA)*
- Return parking tag.
 - Not applicable (NA)*

Section 2: Department Responsibilities

- Cancel/revoke any signature authority the employee may have had.
 - Not applicable (NA)*
- Ensure forwarding address is correct for payroll (Tax forms, W2s).
 - Not applicable (NA)*
- Collect any procurement card(s) in the name of the employee and request cancellation of the cards.
 - Not applicable (NA)*
- Verify vacation and sick leave balances (if appropriate).
 - Not applicable (NA)*
- Department phone list and website, email distribution lists (remove lists).
 - Not applicable (NA)*
- Prepare and submit Employee Separation Sheet (hr.uky.edu/forms), indicating employee's forwarding address for W-2 purposes.
 - Not applicable (NA)*
- Submit final timesheet.
 - Not applicable (NA)*
- Parking permit returned.
 - Not applicable (NA)*
- Verify the return of UK protected data including intellectual property, private or confidential data. regs.uky.edu/administrative-regulation/ar-107
 - Not applicable (NA)*
- Verify return of all University equipment and supplies for terminating employee (cell phone, laptop, office keys, etc.)
 - Not applicable (NA)*
- Ensure termination of employee's access to computer systems, including specific departmental systems, email accounts, accounting, budget and payroll/personnel, systems, etc.
 - Not applicable (NA)*

Employee comments:

Employee signature _____ Date _____

Department Representative comments:

Supervisor Signature _____ Date _____