

# Exit Checklist

This checklist assists supervisors and employees in adhering to the College of Charleston's employee exit process. **Permanent employees should be made aware of this process and their associated rights and benefits, including COBRA.**

## I. Personal Data

Employee's Name:

Employee's CWID:

Supervisor's Name:

Department:

## II. Primary Reason for Separation - Select appropriate category, then choose from drop down list

Lack of Work/Funds:

Resignation:

Retirement:

Termination:

## III. Action Steps - Supervisors will indicate that all applicable items have been completed prior to submitting this form to the Office of Human Resources.

- 1. Advise permanent employees to set exit interview appointment with OHR at x5512.
- 2. Obtain written letter of resignation and forward to OHR (if applicable)
- 3. Ensure all outstanding time sheets have been submitted
- 4. Ensure all College equipment assigned to the employee is returned (check all that apply)
  - uniforms  tools  pagers  cell phones  computers  other
- 5. Collect all keys and deactivate any codes on applicable security systems
- 6. Advise employee to return ID to Cougar Card Services
- 7. Ensure all parking permits/cards have been returned to Parking Office
- 8. Collect all purchasing cards and notify Procurement at x3849. After notification, card should be destroyed by supervisor.
- 9. Remove signature authorization from budget(s), bank account(s), etc.
- 10. Collect any petty cash funds assigned to employee and verify correct balance
- 11. Notify Library of separation x5530
- 12. Verify with Controller's Office that any travel advances, salary overpayment and/or cash advances are repaid, x5570

Supervisor's signature:

Department shall complete and submit to the Office of Human Resources

Direct questions concerning this form to the Office of Human Resources at 843-953-5512