

MAKE A COPY BEFORE USE!**EXIT CHECKLIST FOR ALL EMPLOYEES (STUDENTS, GRADUATE ASSISTANTS, STAFF, FACULTY)**

EMPLOYEE NAME: _____ EMPLOYEE ID: _____

Final Day at CDes: _____

Department Administrators and Employee Supervisors are responsible for completing items on this checklist as an employee departs from the college.

- Immediately** upon notice of termination/resignation, notify CDes HR.
- Submit completed *Termination Notice* form and a copy of the signed resignation letter or layoff/ termination letter to CDes HR (except student forms, which can be forwarded directly to payroll). Please remind the employee to ensure their contact information in MyU is accurate. **Note: Central HR staff will send legally required COBRA materials if needed.**
- Ensure all sick and vacation time used has been requested and approved through MyU.
- Notify CDes IT of departing employee's full name, unit, and last day, to cancel server access, update WFGen, and any other relevant access points. IT Staff will also reach out directly to the departing employee regarding technology retrieval.
- Notify Sevrena Whitney, at sevrena@umn.edu , to adjust building access as needed.
- Complete a [Change of Employment Status \(COES\) form](#) to end employee's access to the University's enterprise systems (anything an ARF request is needed for).
- Inform the departing employee to cancel relevant contracts, if applicable i.e. parking contract, Metropass, RecWell membership, etc.
- Discuss transition with the employee: projects, files, supplies, equipment. Discuss what is personal and may be taken by the employee.
- Prior to the employee's departure, clarify the status of the following:
 - o **Employee Phone:** Ask the employee to leave the voicemail password and/or reset it to the telephone number.
 - o **Employee E-mail Account:** Ask the departing employee to forward any critical business-related emails to appropriate coworker(s).
 - o Ensure the departing employee has a bounce back for their email beginning on their last day of employment, with a contact name and email address.
 - o **Employee Computer files:**
 - Transfer any business-related computer files as appropriate to shared files.
 - If applicable, inform CDes IT of any databases which may need attention upon the employee's departure, including any database setup on the employee's computer.

o **Employee Google Drive:**

- Transfer **ownership** of any business-related Google Drive files to the supervisor.
- Remove departing employee's access to Google Team Drive(s) (performed by supervisor, not CDES IT/OIT).

Discuss with exiting employees:

- o How the job went
- o What they enjoyed
- o What they would change
- o How they would improve it

Obtain list of keys signed out to employee ahead of last day from department key contact Connie McClure, cmcclore@umn.edu. On the last day of employment, obtain employee's keys; return them promptly to the department key contact. *(Note: Do not give keys directly to the next employee, as the keys need to be recorded and signed out.) If applicable, return M Key to: OIT Data Security, RM 400, 2221 University Avenue SE, Del Code #2718*

Have employee return the following items, if applicable, to the Finance Team for cancellation:

- Department issued parking cards
- Corporate travel/purchasing cards

Collect University equipment currently held by the employee, including at home (Computer, chair, desk, etc.)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____