

# Exiting Employee Checklist

**Procedure:** The exiting employee’s supervisor is responsible for collecting university property, returning and confirming receipt of the items to the respective university departments; and confirming the deactivation of systems accesses, *within five business days* from day of termination to safeguard the university and its property. The completed and signed checklist should be emailed to Employee Services at [employeeservices@tarleton.edu](mailto:employeeservices@tarleton.edu) to be placed in the exiting employee’s personnel file and completion of procedures in Workday. If you have any questions about the process or the form, email [employeeservices@tarleton.edu](mailto:employeeservices@tarleton.edu).

## EMPLOYEE INFORMATION

Name:		UIN:	
Job Title:		Exiting Date:	
Supervisor Name:		Department:	
REASON FOR EXIT (check one)			
<input type="checkbox"/> Resigning from university	<input type="checkbox"/> Retiring from university	<input type="checkbox"/> Transferring within TSU departments	<input type="checkbox"/> Transferring within A&M System members
Workday Actions			
<input type="checkbox"/> Initiate Termination action in Workday (attach copy of resignation/retirement letter in Workday action) <input type="checkbox"/> Schedule Exit Interview with Employee Services (x9128). Date of Exit Interview: _____			

**DEPARTMENT – The exiting employee’s supervisor is responsible for submitting deactivation requests and collecting university property. Check off items as completed and indicate N/A when an item does not apply.**

Deactivate Systems Accesses	
<input type="checkbox"/> Deactivate Building Accesses – email <a href="mailto:texanCARD@tarleton.edu">texanCARD@tarleton.edu</a>	<input type="checkbox"/> Procurement Card – email <a href="mailto:pcards@tarleton.edu">pcards@tarleton.edu</a>
<input type="checkbox"/> Network Access, including email account – submit IT Ticket <a href="https://www.tarleton.edu/technology">https://www.tarleton.edu/technology</a>	<input type="checkbox"/> Travel Card – email <a href="mailto:travel@tarleton.edu">travel@tarleton.edu</a>
<input type="checkbox"/> Banner – email <a href="mailto:sutton@tarleton.edu">sutton@tarleton.edu</a>	<input type="checkbox"/> Qualtrics, Weave, Digital Measure – email <a href="mailto:mcarter@tarleton.edu">mcarter@tarleton.edu</a>
<input type="checkbox"/> CJIS Access – email <a href="mailto:hukel@tarleton.edu">hukel@tarleton.edu</a>	
<input type="checkbox"/> FAMIS/Canopy/Aggie (Texan) Buy - email <a href="mailto:accountingservices@tarleton.edu">accountingservices@tarleton.edu</a>	<input type="checkbox"/> Other (list here):
University Property	
<input type="checkbox"/> Office key(s) – return to Facilities Service. <b>DO NOT TRANSFER KEYS.</b>	<input type="checkbox"/> Procurement Card – return to Purchasing
<input type="checkbox"/> Laptop(s)/Tablet(s) return to Supervisor	<input type="checkbox"/> Travel Card – return to Business Services
<input type="checkbox"/> Texan ID Card – return to Texan Card Office <b>If retiring, employee must obtain Retiree Texan Card.</b>	<input type="checkbox"/> Cell Phone/Phone Card – return to Business Services
<input type="checkbox"/> Parking Tag & Gate Pass - return to TSU Police Dept.	<input type="checkbox"/> Fuel Card – return to Business Services
<input type="checkbox"/> Uniforms – return to Supervisor	<input type="checkbox"/> Other (list here):

DEPARTMENT SIGNATURES			
Supervisor Name (print):		Department Head Name (print):	
Supervisor Signature:		Department Head Signature:	
Title:		Title:	
Extension:	Date:	Extension:	Date: