

Employee Exit Checklist – Staff/Faculty

INSTRUCTIONS: Complete all actions that are applicable to you. Each action must be initialed after by the supervisor or appropriate receiving office. If an action is not applicable, please write in N/A. This form is returned to Human Resources once complete.

Name: _____ UIN: _____ Last Day Worked: _____

Title: _____ Department: _____

Supervisor: _____

Human Resources – P: 361-593-3705

- _____ Submit resignation letter including your last day of employment
- _____ Notify if you are retiring
- _____ Notify if you are doing 12 over 9 Insurance
- _____ Return Javelina Express Card/ID Card

Business Office – P: 361-593-2616

- _____ Return parking permit
- _____ Deactivation of FAMIS & Marketplace and ensure employee account balance is zeroed out

Payroll – P: 361-593-4604

- _____ Ensure Year-end tax document election in Workday is your preferred method. Electronic or Paper.
- _____ Ensure parking permit deductions end
- _____ Notify if you are a Save For Summer employee
 - Upon termination, inform Payroll@TAMUK.edu how you would like your Save For Summer payout distributed? Monthly or Lump Sum Payout.

UPD – P: 361-593-2611

- _____ Return all TAMUK keys

Travel/Procurement – P: 361-593-3814

- _____ Return One-Card
- _____ Deactivate Staples, FedEx, JavelinaBuy, and Laserfiche access
- _____ Submit all outstanding expense reports and check for unused airfare

To Your Supervisor:

- _____ Return all office equipment and supplies
- _____ Give all position specific logins and passwords for external accounts and databases

Workday Actions by Employee:

- _____ Update and review contact information: mailing address, email, phone number, and payroll information
- _____ Submit time and absence entries up to your last day of employment

By signing below, I understand that I am the responsible party for returning all information and materials I had access to during my employment at Texas A&M University – Kingsville. If I do not return Texas A&M University – Kingsville property, I understand that I may receive an invoice for the repair or replacement of State property. I also understand that any access or membership to University buildings and facilities will be cancelled on my final workday, and that any refund due to me will be processed separately from my final paycheck.

Employee Signature

Date

Supervisor Signature

Date