



Employee Exit Checklist - Supervisor

INSTRUCTIONS: Complete all actions that are applicable below. If an action is not applicable, please write N/A. This form is returned to Human Resources once completed.

Employee Name: _____ Last Day Worked: _____

Title: _____ Department: _____

Supervisor Name: _____

Supervisor Responsibilities:

Communication with Employee:

- _____ Ensure the employee understands how to complete the Employee Exit Checklist
- _____ Ensure the employee returns all University property to the appropriate office or department
- _____ Receive all office equipment and supplies
- _____ Receive all position specific logins and passwords for external accounts and databases
- _____ Receive a Letter of Resignation including their last day of employment
- _____ Verify all the employee required actions are completed by their last day of employment

To Human Resources – P: 361-593-3705

- _____ Submit the employee’s Letter of Resignation
- _____ If the employee is a manager, ensure the employees under them are assigned a new manager. Reach out to HR for guidance.

Additional Responsibilities:

- _____ Create an action plan concerning the allocation of duties performed by the employee
- _____ Inform and transition responsibilities and work to other employees
- _____ Delete or copy any personnel documents and files as necessary
- _____ Deactivate any department specific access the employee has

Workday Actions:

- _____ Review and submit time and absence entries for the employee
- _____ Terminate employee in Workday

Additional Notes:

By signing below, I understand that I am the responsible party for all information and materials the terminating employee had access to during their employment at Texas A&M University – Kingsville. In the event that the terminating employee does not sign off on the Department Exit Checklist, I understand that if any property is found damaged or missing, the department will be responsible for the cost of repair or replacement.

Supervisor Signature

Date

Signature of Human Resources Representative

Date