



## EMPLOYEE OUTPROCESSING CHECKLIST

Departing Employee Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Effective Date of Separation \_\_\_\_\_ Department \_\_\_\_\_

Asset Control / Facility Access			
Item	Done	N/A	Notes
Collect building keys/key fobs			
Disable alarm/access codes to facility			
Collect vehicle/equipment keys and secure vehicle			
Collect laptop / tablet / phone / radio (including chargers)			
Collect p-card, gas card, account cards (notify Finance to disable)			
Collect uniforms and/or assigned PPE			
Collect name badge/employee ID			

Technology / Data Access (contact Georgia Technologies 912 489 7427)			
Item	Done	N/A	Notes
Disable network login / email			
Notify GT if supervisor access to email/files needed			
Disable Tyler/MUNIS Account			
Disable other software accounts			
Change access PIN on desk phone			
Change outgoing message on voicemail			

<b>Paperwork</b>			
Item	Done	N/A	Notes
Confirm separation paperwork sent to HR (PAF, resignation letter, etc.)			
Complete separation notice (original to employee; copy to HR)			

<b>Miscellaneous</b>			
Item	Done	N/A	Notes
Ensure employee removes all personal items from desk/workspace			
Obtain files (paper and electronic), documents, and work in progress			
Instruct employee to contact HR for exit interview (full-time only)			
Contact HR to request advertising/posting vacant position			

Name of Person Completing Form \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date Completed \_\_\_\_\_

**SEND SIGNED FORM TO HR NO LATER THAN TWO BUSINESS DAYS AFTER EFFECTIVE DATE OF SEPARATION**