*A picture containing text, porcelain

Description automatically generated***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 & accessories) |  |  |  |
| Collect p-card, gas card, account cards (N*otify Finance to disable*) |  |  |  |
| Collect uniforms and/or assigned PPE |  |  |  |
| Collect name badge/employee ID |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology / Data Access - *Send email to Georgia Technologies (***[***help@georgiatechnologies.com***](mailto:help@georgiatechnologies.com)***) for assistance*** | | | |
| Item | Done | N/A | Notes |
| Disable network login/email |  |  |  |
| Create an auto-response for email to alert sender of inactive mailbox |  |  |  |
| Notify GT if supervisor access to email/files needed |  |  |  |
| Disable Tyler/MUNIS Account |  |  |  |
| Disable other software accounts and logins |  |  |  |
| Change access PIN & outgoing voicemail message on desk phone |  |  |  |
| **Paperwork** | | | |
| Item | Done | N/A | Notes |
| Confirm separation paperwork sent to HR (PAF, resignation letter, etc.) |  |  |  |
| Complete separation notice (original to employee; copy to HR) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Miscellaneous** | | | |
| Item | Done | N/A | Notes |
| Ensure employee removes all personal items from desk/workspace |  |  |  |
| Notify P.O.S.T. and/or other agencies or vendors about separation |  |  |  |
| Obtain files (paper and electronic), documents, and work in progress |  |  |  |
| Confirm that employee contacted 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 DEPARTMENT NO LATER THAN TWO BUSINESS DAYS AFTER EFFECTIVE DATE OF SEPARATION***