



## Employee Exit Form

<b>Use</b>	This form should be used to facilitate an employee's transition out of the Department of Psychology. To ensure that all administrative requirements are satisfied, and to preserve the integrity of the Department of Psychology's security infrastructure, this form should be completed in its entirety by the individual employee and the appropriate administrative staff. <b>Ensure that all contact info will remain current.</b>
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### SECTION I - Employee Information

<b>UID#</b>	<b>First Name</b>	<b>Last Name</b>
<b>Employee Phone</b>	<b>Employee Email</b>	
<b>Exit Effective Date</b>	<b>Employee's Supervisor</b>	

### SECTION II - Exit Inventory/Checklist

Item	Unit Responsible	Notes	Admin Initials
Keys Returned	Main Office		
Phone Reclaimed	Main Office		
Network/Shared Accounts Cleared (incl. :I Drive)	IT		
Electronic Equipment Returned/Reformatted	IT		
Critical Files Transferred (Digital & Paper-based)	Supervisor & IT		
Mailbox Cleared	Main Office		
Parking Subscription Cancelled	Main Office		
Letter of Resignation	Business Office		
Termination of Benefits	Business Office		
Building & Alarm Access Restriction/Cancellation	Main Office		
Employee Forwarding Information Collected	Main Office		
<b>Additional Forwarding Information</b>			<b>Admin Notes</b>