

QUINNIPIAC UNIVERSITY
EXIT CHECKLIST

Employee Name (Please Print) _____ QU ID #: _____

- Quinnipiac University Keys** - Return to Facilities (Contact Brian Hurlbut at 8776 or Paula Martens at 5211).

- Quinnipiac University issued laptop, desktop, tablet, etc.** – Return to Information Technology (Contact Information Services 203-582-8533 (primary) and 203-582-8990 (secondary) to determine university assets issued to employee).

- Employee mobile phone and/or mobile hotspot** funded through department budget Return to Information Services (Contact HELP Desk 4357 to determine university assets issued to employee)

- Procurement Card** – Return to Finance. (Contact Procurement 8690)

- QCard (ID Card)** - Collect and destroy

- Vacation payout** – Separating employees are entitled to payout of unused, vacation time. Send an email to payroll@quinnipiac.edu with the total amount of unused vacation time (to be paid out).

- Parking sticker** – if possible, remove from vehicle or go to Public Safety to remove.

- Forwarding address** – Obtain from employee for year –end W2.

Additional comments: _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

**Return this completed form to the Human Resources Department.
NO LATER THAN THE EMPLOYEE’S LAST DAY OF EMPLOYMENT.**