

Employee Exit and Transfer Out Checklist

Employee Name: _____

Supervisor Tasks

- Resignation letter:** Supervisor and Appointing Authority should indicate "Acknowledged and Accepted" and date the resignation notice. Forward letter to the HR Representative.
- Application Security Worksheets:** Submit application security worksheet(s) to appropriate authority to delete access (if applicable)
 - [KFS Security Form](#)
 - HR Applications
 - Other systems (banner, etc.)
- Purchasing Card (Pcard):** Notify department liaison
- Keys and UH ID:** Collect access keys or cards and deactivate access code (if applicable) prior to close of business. Destroy and dispose of the ID.
- Uniforms, State-owned Tools, Equipment and Supplies:** Ensure uniforms and/or State-owned items are returned before close of business. Items include, but not limited to, business cell phones, pagers, notebooks, cameras, other PDAs, etc. (if applicable)
- Computer/Network Access:** Notify departmental/campus Local Area Network (LAN) administrator to delete/disable login. Unsubscribe from all Listservs.
- Voicemail password and alarm code:** Obtain voicemail password (if changed) and delete employee's alarm code
- UH Directory:** Notify department contact to remove outdated information

Completed by

Reviewed by