Employee Exit Checklist

Exiting Employee

- Review the Voluntary Resignations and Exit Guidelines and Vacation policies located on the University's Handbook of Operating Procedures.
- Ensure both your Home and Mailing Address and other contact information is current in PeopleSoft Employee Self-Service (PS ESS). Guides for accessing and changing information in PS ESS, can be found on the HR website.
- Turn in all University Property such as electronic or other types of equipment or belongings to your Supervisor/Department Head.
- Return any Library resources and resolve any Library fines prior to your last day of work.
- For HSC exiting employees:
    - Turn in your badge to the Police Department or your Supervisor/Department Head.
    - Any keys issued to you must be returned to the Police Department prior to departure. If after business hours, keys can be given to one of our PSO's stationed at the front desk.
- For UTT exiting employees:
    - Turn in Badge and keys to your Supervisor/Department Head
- Email Benefits (benefits@uttyler.edu) to schedule an appointment to discuss insurance options or retirement, if applicable.
- Complete Exit Interview Questionnaire. You may access the Exit Interview Here: https://uttyler.az1.qualtrics.com/jfe/form/SV_7O3jcUIn9RtwjQx
    - In person interviews with a Human Resources staff member are available at the request of the exiting employee.

Exiting Employee's Supervisor/Department Head

- Read Voluntary Resignations and Exit Guidelines policy located on the University's Handbook of Operating Procedures.
- Submit a termination e Form and attached resignation letter to Human Resources upon employee notification of leaving or as soon as possible.
- Collect all University Property such as electronic or other types of equipment or belongings previously issued to exiting employee. Verify with IT if computer needs reimaging.
- Ensure exiting employee returns any Library resources and resolves any Library fines prior to their last day of work.
- Ensure exiting employee returns any badges and/or keys issued to them to the Police Department (HSC exiting employees only) or Supervisor/Department Head.
- If position will be replaced, start the process of position approval.