

Employee Exit Checklist

Exiting Employee

- Review the [HOP 6.42 Separation of Employment and Exit Guidelines](#) and [HOP 6.25 Vacation Leave](#) policies.
- 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 including University issued credit cards, computers, and docking stations 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.
- Turn in Badge and keys to your Supervisor/Department Head.
- Email HR/Benefits (benefits@uttyler.edu) to schedule an appointment to discuss insurance options or retirement, if applicable.
- Complete Exit Interview Questionnaire. You may access the questionnaire here: https://uttyler.az1.qualtrics.com/jfe/form/SV_7O3jcUIn9RtwjQx
 - In person exit interviews with a member of the Human Resources team are available at the request of the exiting employee. Email humanresources@uttyler.edu to schedule an appointment.

Exiting Employee's Supervisor/Department Head

- Review the [HOP 6.42 Separation of Employment and Exit Guidelines](#).
- Submit a termination eForm and attach resignation letter upon employee notification of leaving or as soon as possible but prior to the employee's last day of work.
- Collect all University Property including University issued credit cards, computers, and docking stations or other types of equipment or belongings previously issued to exiting employee.
 - If needed, email inventory@uttyler.edu for a list of equipment assignments.
- Ensure exiting employee returns any Library resources and resolves any Library fines prior to their last day of work.
- Collect any badges and/or keys issued to exiting employee.
 - If needed, email physicalplant@uttyler.edu for a list of key assignments.
- Return collected property as soon as possible to appropriate department, as needed.
- If position will be replaced, start the process of position approval. Resources are located at <https://www.uttyler.edu/offices/human-resources/forms/recruiting/>