

CIVIL SERVICE EMPLOYEE EXIT CHECKLIST

Employee Name/E-Number _____ Termination Date _____

Department _____ Supervisor's Name _____ Date _____

Directions: Upon notification of an employee resignation/termination, the employee's supervisor shall issue this checklist to the employee. It is the responsibility of the terminating employee to secure clearance on each item from authorized personnel. Failure to obtain clearance on all items could result in a delay in the payout of accumulated accrued leave and sick leave. **Clearance on each item shall be indicated by the authorized person's initials in the space provided by each item. Clearance items not applicable to the terminating employee should be indicated as "N/A" and then initialed by the authorized personnel.**

I Employee's Department Clearance Items

| | |
|--|---|
| All tools/stock returned _____ | E-mail itshelp@eiu.edu re: access code termination _____ |
| All equipment returned _____ | (w/name, user id, E #, effective date, retired or not) _____ |
| Credit cards returned _____ | Books/Manuals, Uniforms returned _____ |
| Security cards returned _____ | Safe combinations changed _____ |
| Employee's travel reimbursements _____ | Memo to Treasurer about termination in signature _____ |
| to Business Office _____ | authority _____ |
| Memo re: comp. time to _____ | Memo to Business Office of termination _____ |
| Benefits and Payroll _____ | as financial manager _____ |
| P-card _____ | Department issued keys (if applicable) _____ |
| Telephone calling card _____ | Remove Proxies _____ |

I certify this employee's clearance is complete. Signature _____

II Central Stores or Department

All issued keys returned _____
 Issued vehicle returned _____
I certify this employee's clearance is complete. Signature _____

III Booth Library – Circulation Desk and Media Services

All equipment returned _____ *Signature _____
 All library materials returned _____ *Signature _____
***I certify this employee's clearance is complete. *Signature _____**

IV Telecommunications Office – Student Services 3040

Panther Card returned _____
I certify this employee's clearance is complete. Signature _____

V Business Office – Accounting Office, Old Main 1131 Ask for Linda Coffey.

Clear out all amounts due the University _____
I certify this employee's clearance is complete. Signature _____

VI Human Resources Benefits LAST STOP ---- Employment

| | |
|---|-------------------------------------|
| Deferred compensation election form completed _____ | Exit interview _____ |
| Insurance coverage discussed _____ | Update W-2 address _____ |
| Retirement forms completed _____ | Resignation form completed _____ |
| Final time card completed _____ | Remove scores from register _____ |
| Parking pass for retirees (UPD) _____ | Unemployment Pamphlet _____ |
| | Retirees – EIU Annuitant form _____ |

I certify this employee's clearance is complete. Signature _____

Note to Monthly-Paid (Exempt) Employees: You will receive your final benefits payout on the next payday after the payroll period in which you separate employment.