

CIVIL SERVICE EMPLOYEE EXIT INTERVIEW CHECKLIST

Employee Name _____ 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 (if applicable) _____	

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

II Central Stores

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

III Booth Library – Circulation Desk

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

IV Telecommunications Office

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

V Business Office – Accounting Office, Old Main

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

VI Human Resources Benefits Employment

Deferred compensation election form completed _____	Exit interview _____
Insurance coverage discussed _____	Update W-2 address _____
Retirement forms completed _____	Resignation form completed _____
Final time card to Benefits _____	Remove scores from register _____
Parking pass for retirees (UPD) _____	

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

Note to Monthly-Paid (Exempt) Employees: If your wages are transmitted electronically (EFT), this form should be returned to the Employment Office by the 15th of the month in which you are separating. If the form is received after the 15th, a paper check will be issued.