Employee Exit Checklist

This exit checklist is to be completed for all Administrative & Professional, Staff and Faculty employees who leave Auburn University employment. The Employee Exit Checklist is to be used as a guide when an employee is terminating employment. ***The completed form may be emailed to humnres@auburn.edu for convenience.***

Employee Name: _____   **Banner ID:** _____

Department: _____   **Division #:** _____

Supervisor Name: _____   **Banner ID:** _____

The following is a list of items that need to be discussed as an employee is preparing to leave the University.

A copy of the resignation letter/email has been obtained. A copy must be provided to Human Resources, Attn: Records.

The employee has returned the employee AU identification card to the Onboarding Center, located at 1530 East Glenn Avenue (next to Human Resources), or to the Supervisor or designee. **Note: Retiring employees should return their ID cards directly to the Onboarding Center to obtain a new Retiree identification card.**

All AU Purchasing Cards issued to the employee have been surrendered to the department for providing to Procurement and Business Services located at 212 Ingram Hall.

All University property in the possession of the employee (including mobile phones, pagers, laptops, other computers, uniforms, etc.) has been returned to the Supervisor.

Departmental directory, lists, website, organizational charts, as applicable, have been revised to reflect the change.

The Facilities Division key shop (844-9446) has been contacted for a listing of keys issued to the departing employee

> All keys have been returned directly to the Key Shop or arrangements have been made with the Key Shop to transfer ownership.

All access badges to University buildings, offices, and equipment have been returned, and all door access privileges assigned to the Auburn University ID Card have been canceled.

All University documents, records, and/or records have been surrendered to the Supervisor.

All financial obligations to the University have been satisfied such as AU Libraries, parking fines, etc.

Appropriate clearance, through the Office of the Vice President for Research, for sponsored programs, patents, inventions, special government security clearances, and human and animal protocol projects has been accomplished, as applicable.

Employee has been reminded to update mailing address for W-2 purposes in AU ACCESS or by calling 844-4145.

Conduct exit interview with employee, if applicable.

Arrangements have been made to have work area cleared, if applicable.

Upon processing of a termination ePAF (Personnel Action Form in Banner), all access to AU Information Technology resources is automatically removed based on the effective date of the termination. No further action is required on the part of the department or the employee to cancel an AU User Name or access to the AU Office of Information Technology central computing resources.

Signatures:

_____   _____
Employee Signature   Date

_____   _____
Supervisor Signature   Date

_____   _____
Human Resources Liaison or designee   Date