



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

TO: All Departments
FROM: Human Resources Department
SUBJECT: Exit Checklist

All exiting employees must bring a copy of the completed Employment Exit Checklist to the Human Resources Office at the time of their exit interview. The exiting employee is responsible for completion of Group A items. The employee's supervisor or a designee is responsible for assuring that Group B of the checklist is completed. Groups A & B must be completed prior to the Exit Interview in the Human Resources Office. Please send the Exit Interview packet with the employee.

This checklist has been implemented to protect the security of the information system, facilities, assets, and to assure the collection of credit cards. If the employee is turning in their keys to the department, please have the employee complete the attached Key Return Form. Otherwise, the employee can turn in their keys to the HR department during their exit interview.

Please maintain the attached copy as a master for duplication whenever an employee resigns, retires, or is terminated from your department.

EMPLOYMENT EXIT CHECKLIST INSTRUCTIONS

The exiting employee will be responsible for completing items in Group A. By checking off each item, the supervisor (or designee) shall indicate that clearance was received and items have been collected/prepared. The exit checklist should be turned over to the Human Resources office before the exit interview. HR will have the employee complete their final F 3.6 during the exit interview.

Attachments:
Key Return Form
Exit Checklist



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Key Return Form

Employee Name: _____

T Number: _____

Department: _____

Keys Returned: _____

Received by: _____ Date: _____

Employee Signature & Date



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EMPLOYMENT EXIT CHECKLIST

NAME: _____ T#: _____

TITLE: _____ DEPARTMENT: _____

LAST DAY OF EMPLOYMENT: _____

GROUP A (COMPLETED BY EMPLOYEE)

- Letter of resignation

GROUP B (COMPLETED BY DEPARTMENT)

- Verify with LIT cashier, 839-2064
 - Money owed to LIT
- Verify with LIT Finance, 839-2021
 - Travel advances
 - Travel reimbursements
- Verify with LIT IT Dept., 839-2074
 - Computer account deactivation
- Collect from Employee
 - Computer equipment (laptop, etc.)
 - Building & office keys
 - Tools/safety equipment
 - Credit card
 - Any borrowed LIT materials
- Prepare/Sign
 - Personnel action form (F3.2)
 - Key Return Form

Group B Completed by:

GROUP C (COMPLETED BY HR)

- Collect from employee
 - Exit Interview Checklist
 - Final F 3.6A
- Have employee complete
 - Sick Leave Pool Donation Form if applicable (optional)
 - Employee Acknowledgement Form
 - Key Return Form (if not already done by department)
- Review with employee
 - Clarification of:
 - Separation
 - Transfer/State Agency
 - Retirement
 - Retirement fund options (freeze, transfer, withdraw)
 - Insurance termination effective date
 - COBRA
 - Vacation/overtime pay or transfer
 - Final paycheck
 - Transfer of benefits if applicable
 - Verify leave approvers for change (if needed)

Group C Completed by:
