

Employee Separation Checklist University of Dayton

Name _____ Job Title _____

Department _____ Date of Separation _____

Purpose: The following checklist is provided to assist all University of Dayton employees with the exit process. This procedure is also intended to provide individuals with an opportunity to discuss pertinent matters with your HR Generalist. In addition, departing employees have an obligation to return all university property issued to them and to settle all outstanding accounts. Please return checklist to your supervisor once the form is completed.

Checklist: Yes (X) Not Applicable (N/A)

	Obtain written letter of resignation (if applicable)
	U.D. Keys Returned
	U.D. ID Card Returned
	U.D. Parking Permit Returned
	U.D. Parking Violations Paid: Please check with Public Safety before last day worked
	U.D. Corporate Credit Card Returned
	Obtain return of all U.D. equipment and/or other material assigned to employee. _____ uniforms _____ tools _____ pagers _____ cellular phones _____ computer equipment _____ other: _____
	Advise Employees to Return U.D. Library Books
	Final Time Card
	Schedule Exit Interview with HR Generalist
	Schedule appointment with Benefits Administrator (Retired Employees Only)

Forwarding Address:

Terminating Employee's Signature _____

Date _____

Signature of Supervisor Receiving Items _____

Date _____

Should you have questions, please contact the Office of Human Resources at 229-2541. Thank you!