



Supervisor's Exit Checklist

This form is to be completed when an employee transfers to another department, is reassigned to another area or terminates. This form should be completed on the last day of employment and placed in the employee's department file.

Employee Name	Datatel ID #	Date
Title	Pay Station	
Department	Last Day of Employment	

Supervisor must ensure the following items have been completed or have been returned by the employee. Indicate ✓ for completed or NA for not-applicable for each item listed.

Status	Item to be returned	If not returned. . .
	Keys and access cards (office, building, desk, file, etc.) returned	Notify College Police immediately when facility keys are not returned.
	Laptop computer returned	Submit to Internal Audit an inventory of items not returned along with the actions taken to retrieve them.
	Manuals, books, equipment, and/or lab instruments returned	Submit to Internal Audit an inventory of items not returned along with the actions taken to retrieve them.
	Cellular phone and/or pager returned	Notify IT buyer to have service discontinued. The department is responsible for the cost of the cell phone or pager.
	Credit Cards returned	Notify Business Services to cancel cards.
	ID card returned	Send a letter to the employee requesting return of the card.

Other Supervisory Actions

Status	Action	Instructions
	Terminate email access	Contact ACC Help Desk, 223-4357, to terminate services. ACC Help Desk will coordinate with Systems Operations, Internet Services and telecommunications.
	Change computer passwords	
	Change telephone message	Ensure that the message is changed and the telephone forwarded.
	Complete Employee Separation Form through ACCeHire system	Employee Separation form is on the website at http://www3.austincc.edu/it/ehire/mod1/login.php
	Check to be sure vacation pay will be paid in last check	Contact HR Records to be sure assignment has ended on termination date. Submit final timesheet or summary of absence early enough for employee to be paid correctly on their scheduled pay
	Submit final time sheet or summary of absence	

Employee's Signature

Date

Level I Signature

Date