

# Employee Exit Procedure Form

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Last Work Date: \_\_\_\_\_

Reminders for Employee:

- Submit Resignation Email or Letter to Supervisor
- Complete Termination Action in Workday (attach resignation)
- Review contact information and address in Workday

To be completed by the Employee and Manager:

<b><i>The employee has returned the following items:</i></b>	<u>YES</u>	<u>N/A</u>	<u>Initial</u>
ID card (ID Access)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Laptop, peripherals or other computer equipment (ITS)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Credit Card(s) (Business Office)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Library materials returned/fines paid (Library)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outstanding balances cleared (Student Accounts)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Door key(s) and/or key card(s) (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cell phone (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
University records and/or manuals (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Locker key (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tools (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Uniform (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Badge (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Department Head)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Scan and email to [hr@marymount.edu](mailto:hr@marymount.edu) when complete.