



OFFICE OF ACADEMIC AFFAIRS

FACULTY EXIT CHECKLIST

The purpose of this checklist is to assist Philander Smith College faculty members and departments/divisions with the process when an employee leaves the college. Employees leaving the college should be aware of pertinent information, rights and benefits that may affect them. Please attach resignation letter to this checklist.

Employee: _____ Date: _____

Last Day of Work : _____ Job Title: _____

Rank: _____ Department/Division: _____

Supervisor Assisting with Checklist: _____

- Submitted appropriate separation letter to supervisor and Human Resources.
- Audited leave records and verified all leave balances are correct with Human Resources (annual, sick leave, vacation, personal leave, etc.) Also, obtained information regarding insurance, retirement accounts, etc.
- Canceled computer access codes, long-distance access authorization and deactivate voice mail in the Computer Services Department.
- Ensured PSC property has been returned. A final check may not be released until all college property is returned.
- All keys returned to Supervisor.
- Returned library books & materials.
- Settled outstanding permit fees and fines.
- Provided Human Resources with correct forwarding address to receive your W-2 form.
- Returned Departmental/Divisional property. (Including materials, equipment located on and off the work-site including computers, software and peripherals, access cards, keys, cellular phones.)
- Verified that employee is cleared by the Business Office (Including no outstanding balances regarding travel, checkash advances, etc.)
- Turned in roll book(s) to Department/Division Chair.
- Submitted any outstanding and incomplete grades to the Registrar's Office.
- Exit interviewed with Department/Division Chair and Vice President for Academic Affairs.

Employee Signature: _____ Date: ____/____/____

Department/Division Chair Signature: _____ Date: ____/____/____

Director of Human Resources: _____ Date: ____/____/____

Vice President for Academic Affairs: _____ Date: ____/____/____