

**IDAHO STATE UNIVERSITY**  
**Exiting Employee Checklist**

It is recommended that this form be completed for each employee who is leaving ISU. After this form is completed, it should be sent to the Office of Human Resources: Campus Box 8107. The Office of Human Resources will contact Financial Services, the Library, and Security to determine if there are accounts to clear. Please contact the Office of Human Resources (x2517) before the final work day to allow sufficient time for the office to make these contacts and settle any outstanding accounts.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Dept. Phone \_\_\_\_\_

Effective date of resignation/termination \_\_\_\_\_ Supervisor \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
for mailing W-2's

\_\_\_\_\_

\_\_\_\_\_

Please check each appropriate area, indicating N/A for those areas not appropriate.

**Supervisor:**

- \_\_\_\_\_ Faculty/Staff card returned (call Bengal Card Service Center at x3618).
- \_\_\_\_\_ Keys returned: office, department, lab (call Public Safety at x2515).
- \_\_\_\_\_ Equipment, materials, or supplies received through grant funding returned.
- \_\_\_\_\_ FAC/MCI telephone card returned/cancelled (memo to Telecommunications).
- \_\_\_\_\_ Regulated/controlled/chemical and radioactive substances (Tech. Safety).
- \_\_\_\_\_ University credit card returned.
- \_\_\_\_\_ Personnel Recommendation form sent to appropriate office.
- \_\_\_\_\_ Computer account disabled (call Help Desk at x4357).
- \_\_\_\_\_ Parking fines paid (call Public Safety at x2515).
- \_\_\_\_\_ Books returned - Library fines paid (call Library at x3248).

PERSON COMPLETING FORM \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_