

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

An exiting employee checklist should be completed for each employee who is leaving ISU. Once the form is completed, it should be sent to the Office of Human Resources at Campus Box 8107. If you have any questions, please contact the Office of Human Resources @2519.

Name \_\_\_\_\_ SSN \_\_\_\_\_

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

Date of resignation/termination \_\_\_\_\_ Supervisor \_\_\_\_\_

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

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

Supervisor:

- \_\_\_\_\_ Faculty/staff card returned
- \_\_\_\_\_ Keys returned: office, department, lab
- \_\_\_\_\_ Equipment, materials, or supplies received through grant funding returned
- \_\_\_\_\_ FAC/MCI telephone card (memo to Telecommunications)
- \_\_\_\_\_ Regulated/controlled/chemical and radioactive substances (Tech.Safety)
- \_\_\_\_\_ University credit card returned
- \_\_\_\_\_ Personnel Recommendation(PR) form sent to appropriate office
- \_\_\_\_\_ Computer account deleted
- \_\_\_\_\_ Fines paid-Public Safety
- \_\_\_\_\_ Books returned/fines paid-Library

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_