

Exiting Employee Checklist



We hope you have enjoyed your time at Idaho State University and wish you success in the next chapter of your journey.

The following resource is provided to assist employees in the exit process. Employees leaving ISU should be aware of their rights, responsibilities, and benefits.



**Idaho State
University**

EMPLOYEE RESPONSIBILITIES

- Submit a letter of resignation/retirement that includes the final day to be physically worked
- Return all assigned property and equipment to the appropriate department prior to separation (i.e. keys, laptop, tablet, phone, p-card, building access card, etc.)
- Obtain any desired paystubs, W-2 statements, and tax forms from BengalWeb (Previous employees will have access to this information for up to two years after separation)
- Settle all outstanding accounts (Library, Parking, Controller's Office, etc.)
- If employee is a time approver, please request a new time approver for TOrg
- If employee will retain ISU email, please remove ISU employee signature
- OPTIONAL: Complete the Exiting Employee Survey

DEPARTMENT RESPONSIBILITIES

- Submit a Personnel Recommendation to the HR Office with the employee's termination date, and attach the letter of resignation/retirement
- Secure the return of all property and equipment from the exiting employee prior to separation
- Ensure that computer access has been removed by contacting ITS
- If exiting employee is a time approver, verify that a new time approver has been set up for their TOrg

