

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 at 282-2517.

Name _____ Bengal # _____
Department _____ Dept. Phone _____
Date of separation _____ Supervisor _____

Forwarding Address: _____
for mailing W-2

Note: The W-2 can be printed from BengalWeb

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

Supervisor:

- _____ Keys returned: office, department, and lab to department
- _____ Equipment, materials, or supplies returned to department
- _____ Outstanding debts paid to ISU (Controllers' Office)
- _____ Complete change of petty cash/[change fund form](#) (Controllers' Office)
- _____ Ensure restriction of access (safes, doors, key codes, card access, etc.)
- _____ Equipment, materials, or supplies received through grant funding returned
- _____ Cancel FAC and/or long distance calling card (memo to NetCom)
- _____ Regulated/controlled/chemical and radioactive substances (Tech.Safety)
- _____ University credit card returned (Purchasing)
- _____ Personnel Recommendation (PR) form sent to appropriate office
- _____ Computer access removed (Lex, Web Groups, Banner, etc) (ITS)
- _____ Fines paid (Public Safety)
- _____ Books returned/fines paid (University Library)

EMPLOYEE SIGNATURE _____ **Date** _____

SUPERVISOR SIGNATURE _____ **Date** _____