

TO: Human Resources Office

NAME:

DATE:



GLENVILLE
STATE UNIVERSITY

Staff Exit Checklist

Before your last day of employment, please take care of the following and secure the signature of the person indicated or someone designated to sign in his or her absence.

1. Return the following to your immediate supervisor:
 - a. ID Card, keys to files, etc.
 - b. Any materials belonging to the University
 - c. computers, phones, and other equipment
2. Return keys to Offices, buildings, and grounds to the Physical Plant.
3. Inquire about any amounts owed to the University:
 - a. Outstanding tuition fees
 - b. Rent owed to the Housing Corporation
 - c. Parking tickets
4. Return Purchasing Card to the Business Department.
5. Complete necessary forms at the Payroll Office:
 - a. Insurance premiums- COBRA Election
6. Verify that computer access and email have been closed. Return any checked out items. Return mobile phones to Office of Technology.
7. Return all books, materials, etc. to the library.
8. Relinquish administrative control (login/password where applicable) for GSU-related social media pages.
9. Return Fleet Cards
10. Submit this form to the Office of Human Resources after the above listed items have been completed.

Supervisor

Physical Plant

Cashier

P-Card Coordinator

Payroll Office

IT Director

Librarian

Communications/
Marketing

Agency Fleet
Coordinator

VP of Business
and Finance

Forwarding Address: _____

Phone: _____

Email: _____

Reason for leaving? Checkmark all that apply:

☐ Financial ☐ Personal ☐ Medical ☐ Unhappy ☐ Transferring Other _____

Please explain: _____

Is there anything GSU could have done to make your employment here a better experience?

HR-11/2024