



## Exit Checklist for Supervisors

Wright State University

Employee Name		University ID
Position Title	Department/College/School	
Termination Date	Supervisor's Name	

*The employee's supervisor/department is responsible for taking the appropriate action for the following items:*

**Submit to Human Resources:**

- A Personnel Action Form (PAF)
- A copy of the employee's resignation letter

**Contact CaTS to:**

- Cancel voicemail
- Cancel computer/network account

**Contact the Appropriate Party to:**

- Cancel any memberships/periodicals

*The employee's supervisor/department is responsible for ensuring the following items have been returned prior to or on the last date of employment:*

- All building and room keys issued under the employee's name – Physical Plant, 065 University Hall
- Wright 1 Card – Human Resources, 280 University Hall
- Parking pass – Office of Parking and Transportation, E138 Student Union

*The following items should be returned to the employee's supervisor/department:*

- All file, desk, and departmental keys
- University issued credit card(s)
- Pager and/or cellular phone
- Laptop/computer, including software
- Tools, equipment, uniforms