Whitman County Exit Checklist

Name:	Department:	Position:
Supervisor Signature:		**End Employment Date:**

I have returned all county owned items and provided my new/updated address.

Employee Signature:

Exit Checklist: This Section to be completed by the employee's supervisor or department head

<u>Instructions</u>: Please collect/review the following items with the employee prior to his/her separation from County employment. Once your Departmental Checklist is completed, attach the employee's ID tag, and return your exit checklist and any additional items to Human Resources for completion.

EXIT TASKS	YES	NO	N/A	Initials		EXIT TASKS	YES	NO	N/A	Initials
Personnel Change Order to Human Resources	❏	❏	❏			Notified HR of Employee's New/Updated Address	❏	❏	❏	
Prepare Vacation/Comp. Time Pay Out	❏	❏	❏			Notify Commissioner's Office of Signature Changes	❏	❏	❏	
Zero Out Sick Leave	❏	❏	❏			Optional Exit Interview (Call x5243/ 2+ days in advance)	❏	❏	❏	
Collect Key(s) Turned to Facilities	❏	❏	❏			Exit Checklist to Human Resources	❏	❏	❏	
Collect ID Card & Return to HR	❏	❏	❏			Return Uniform(s)	❏	❏	❏	
Credit Card(s) Turned In	❏	❏	❏			Other:	❏	❏	❏	
Gas Card(s) Turned In	❏	❏	❏			Other:	❏	❏	❏	
Phone Calling Card/Phone Code Inactivated	❏	❏	❏			Other:	❏	❏	❏	
Return Cell Phone/Pager	❏	❏	❏			Other:	❏	❏	❏	
Collect Laptop, thumb drives and any other electronics	❏	❏	❏			Other:	❏	❏	❏	
Removal of Bank Signee	❏	❏	❏			Other:	❏	❏	❏	

	YES	NO	N/A	Initials			YES	NO	N/A	
Notify Auditor's Office if the employee used New World	❑	❑	❑			Other:	❑	❑	❑	
Other:	❑	❑	❑			Other:	❑	❑	❑	
Other:	❑	❑	❑			Other:	❑	❑	❑	
Other:	❑	❑	❑			Other:	❑	❑	❑	
Other:	❑	❑	❑			Other:	❑	❑	❑	
HUMAN RESOURCES	**YES**	**NO**	**N/A**	**Initials**						
Medical Benefits/COBRA	❑	❑	❑							
Notify Health Insurance Provider	❑	❑	❑							
Life Insurance Conversion	❑	❑	❑							
Computer Security Process	❑	❑	❑							
Review and Close Out File	❑	❑	❑							
Modify HRIS Records	❑	❑	❑							
Notify Switchboard/IS/Facilities Mgt/Auditor's Office	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							
Other:	❑	❑	❑							