

## EXIT CHECKLIST FOR STAFF LEAVING THE UNIVERSITY

**Instructions:**

1. Staff member: Please complete and return to Human Resources department on your final day.

**Faculty/Staff Member's Name:** \_\_\_\_\_

**ITS – Information Technology Services**

List your system access to be removed from system records:

**Log-on ID** \_\_\_\_\_

- Equipment returned
- Electronic mail messages deleted except where content is crucial to University work, in which case they should be directed to Program Chair/Supervisor
- Cell phone. Number \_\_\_\_\_
- Blackberry. Number \_\_\_\_\_
- University assets /software returned
  - Computer
  - Printer
  - Monitor
- Other – please list \_\_\_\_\_

\_\_\_\_\_  
**Signature – Information Technology Services**                      **Date**

**Facilities**

- Room keys and access devices signed off and returned to Facilities

\_\_\_\_\_  
**Signature – Facilities**    **Date**

**Security**

- Parking pass cancelled
- Parking fines paid in full

\_\_\_\_\_  
**Signature – Security**    **Date**

**Purchasing**

- Other equipment returned to inventory
- Mastercard statement and/or all outstanding receipts submitted
- Mastercard returned

\_\_\_\_\_  
**Signature – Purchasing**    **Date**

**Finance**

- Monies owed paid in full (e.g. PD, travel advance)
- American Express card returned
- UNBC ID card returned
- Record of Employment initiated
- Overtime bank, time in lieu if applicable

\_\_\_\_\_  
**Signature – Finance**    **Date**

**Library**

- Books on loan returned
- Charges paid in full

\_\_\_\_\_  
**Signature – Library**    **Date**

**EMS – Educational Media Services**

- Equipment returned
- Charges paid in full

\_\_\_\_\_  
**Signature – Library**\_\_\_\_\_  
**Date****Lab/Research**

- Please refer to the Vacating Research Labs Policy

\_\_\_\_\_  
**Signature – Risk, Safety & Security Manager**\_\_\_\_\_  
**Date****Registrar's Office**

- Final grades submitted

\_\_\_\_\_  
**Signature – Registrar's Office**\_\_\_\_\_  
**Date****Employee**

- Remove personal files stored on PC
- Remove personal items from your office
- Copy card(s) to Program Chair/Supervisor
- Keys to filing cabinets, desks, cupboards, etc returned to Program Chair/Supervisor
- Change Voicemail message on your phone

I will cease employment with the University of Northern British Columbia on \_\_\_\_\_ and I declare that I have completed the activities outline in the Exit Checklist.

\_\_\_\_\_  
**Signature – Employee**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Signature – Program Chair/Supervisor**\_\_\_\_\_  
**Date****Human Resources - Administration**

- Tuition Waiver cancelled
- Benefits/Pension/Retirement. Make an appointment with Lisa Weber to discuss.
- Vacation audit
- ACS account cancelled
- Relocation expenses owing to be paid in full
- Schedule exit interview with Human Resources
- Provide forwarding address to Human Resources
- Other information

\_\_\_\_\_  
**Signature – Human Resources**\_\_\_\_\_  
**Date****Human Resources - Academic**

- CTS informed about resignation
- University Network
- Banner privileges
- Delete existing email access and remove from email listings
- Remove from local internet and intranet web pages
- Long distance code deactivated. Long distance code \_\_\_\_\_
- Remove from telephone directory
- Other information

\_\_\_\_\_  
**Signature – Human Resources**\_\_\_\_\_  
**Date**

**Please return this form to the Human Resources Department for inclusion in personal file.**