



Exit Checklist



Student Employee _____ Banner ID Number 000 _____ (1st six digits)

Department _____ Supervisor _____

Position number (s) _____ Termination date: _____

Exit Reminders for Supervisor	Returned/Completed	N/A
Timesheets		
Keys		
Office Equipment/Supplies		
Remove Outlook Calendar Rights		
Computer Access issues/reset passwords		
Remove email address from staff group		
Submit new job posting to Career Services		
Cell phone/ Pager/Flash card		
Notify IR to remove from Banner Access		
Reassign projects or tasks		

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____
(signature not required)

