



# Exit Checklist for Employee

## To Be Completed By Employee

This checklist is a tool to assist the exiting employee in completing the final steps for of your separation from the GVRA. Prior to your last day at work, the following items should be reviewed. All sections of this form must be completed before your separation is finalized. Your final paycheck may be delayed until separation procedures have been completed. Refer to Exiting Employee Guide and Forms on the Human Resources' (HR) Website for additional information.

EMPLOYEE INFORMATION			
<b>Name:</b>		<b>Last Day Worked</b>	
<b>Position:</b>		<b>Program:</b>	
REASON FOR LEAVING GVRA (Please select the most applicable reasons)			
<input type="checkbox"/> Accepted another position <input type="checkbox"/> Transfer to another state agency <input type="checkbox"/> Dislike location of work <input type="checkbox"/> Scheduled work hours <input type="checkbox"/> Conflict with supervisor <input type="checkbox"/> Conflict with co-worker <input type="checkbox"/> Dissatisfaction with supervisor or coworkers <input type="checkbox"/> Discrimination and prejudice <input type="checkbox"/> Lack of adequate training <input type="checkbox"/> Lack of advancement opportunity <input type="checkbox"/> Disliked assigned duties		<input type="checkbox"/> Need more hours of work <input type="checkbox"/> Temporary or part-time <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Project or Internship ended <input type="checkbox"/> Discharged <input type="checkbox"/> Retirement <input type="checkbox"/> Need better benefits <input type="checkbox"/> Inadequate salary <input type="checkbox"/> Leaving the area <input type="checkbox"/> Personal reasons not related to job <input type="checkbox"/> Other _____	
You may discuss any of the above reasons or concerns in a scheduled exit interview with an HR Manager. Please call 404-232-1769 to schedule an appointment. (Optional)			
REVIEW APPLICABLE ISSUES			
<input type="checkbox"/> Remind supervisor to complete Personnel Action Request (PAR) Form. <input type="checkbox"/> If voluntary resignation, submit a letter of resignation to your manager. <input type="checkbox"/> Submit final timesheet and any leave requests. Manger should approve all leave request prior to your last day worked. <input type="checkbox"/> Schedule exit interview with your Manager (optional). <input type="checkbox"/> Determine status of current projects. <input type="checkbox"/> Submit any pending reimbursements (ie.travel expenses). <input type="checkbox"/> Arrangements made for removing personal items. <input type="checkbox"/> For Information about your contributions to the Employees' Retirement System visit <a href="http://WWW.ERS.GA.GOV">WWW.ERS.GA.GOV</a> . <input type="checkbox"/> For Continuation of Benefits through Cobra, you receive information in the mail after your termination. <input type="checkbox"/> Update address in Employee Self Service for Annual Leave Payout and W2's <input type="checkbox"/> Notify department and HR if transferring to another state agency. <input type="checkbox"/> Cancel Parking Deduction (For Employees Located at 200 Piedmont). <input type="checkbox"/> Complete and submit to the Office of Human Resources Fax to 404-232-1968 or scan to <a href="mailto:HR@gvra.ga.gov">HR@gvra.ga.gov</a> .			
RETURN ALL GVRA PROPERTY (All GVRA property must be turned in by your last day of employment)			
<input type="checkbox"/> <b>All</b> Keys/Access Cards to building(s) desk, cabinets <input type="checkbox"/> ID Card/Badge <input type="checkbox"/> Parking Hang Tag <input type="checkbox"/> Keys to vehicle(s)		<input type="checkbox"/> Communication devices (Cell phone/pager/PDA, 2-way radio, etc.) <input type="checkbox"/> Laptop, computer equipment <input type="checkbox"/> Procurement and credit card(s) <input type="checkbox"/> Tools, equipment	
		<input type="checkbox"/> Office/project files <input type="checkbox"/> Uniforms <input type="checkbox"/> Any other University property: <input type="checkbox"/> List: _____ _____	

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_