

Instructions: To Be Completed By Manager

Managers need to complete this form with any employee who is separating from employment or transferring to another position within the agency. It should be used to certify that all GVRA property has been returned, rights to access, property or services have been terminated, and forms and files are processed appropriately

- **Exit Checklist is completed by the Manager of the terminating employee.**
- **Exit Checklist is completed on or prior to the terminating employee's last day of work.**
- **Send the completed signed checklist to the Office of Human Resources along with PAR, 988, Exit Interview (if applicable), employee resignation and GVRA resignation acknowledgement letters.**

Employee Name: _____ Employee ID: _____
 Program/Department: _____ Position Title: _____
 Last Day of Work: _____ Phone: _____
 Forwarding Address : _____

Type of Termination

Voluntary

- Employee provides resignation letter, send copy to the Office of Human Resources for personnel file
- Verbal resignation, supervisor should provide to employee confirmation of resignation in writing, send copy to Office of Human Resources for personnel file

Involuntary

- Provide Documentation to the Office of Human Resources for personnel file

Program/Department

Determine effective date of resignation (effective date will be the day after the last day the employee worked or the day after the last day in a paid leave status) This date will be placed on the PAR.

Access Information (Check the appropriate Boxes)

Yes	N/A		Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Remove ALL Network Access	<input type="checkbox"/>	<input type="checkbox"/>	Remove VPN
<input type="checkbox"/>	<input type="checkbox"/>	Delete access to email account (attach 988 form)	<input type="checkbox"/>	<input type="checkbox"/>	Remove GRACI Access
<input type="checkbox"/>	<input type="checkbox"/>	Cancel voicemail account			

Outstanding Travel Expenses

Does the employee have any outstanding travel expenses in concur?

Yes No

*All travel expenses must be finalized prior to the last day of employment.

Collect the following items prior to or on the Last Day of Work:

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Keys: <input type="checkbox"/> Office <input type="checkbox"/> Desk <input type="checkbox"/> File Cabinet(s) <input type="checkbox"/> Vehicle(s) <input type="checkbox"/> Other						
<input type="checkbox"/>	<input type="checkbox"/>	Employee Badge/Access Card - (200 Piedmont employees return to HR 10 th Floor)						
<input type="checkbox"/>	<input type="checkbox"/>	Parking Decal (Hang Tag, etc.) - (200 Piedmont employees return to HR 10 th Floor)						
Yes	N/A	Yes	N/A	Yes	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	P-Card	<input type="checkbox"/>	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	<input type="checkbox"/>	Memory Sticks/External hard drives
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone/Pager	<input type="checkbox"/>	<input type="checkbox"/>	Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	Tools
<input type="checkbox"/>	<input type="checkbox"/>	Other _____						
<input type="checkbox"/>	<input type="checkbox"/>	Other _____						

Exit Interview Completed (Exit Interview can be completed by the manager & employee or by the employee on line.)

Yes	No	Reason the exit interview was not completed:
<input type="checkbox"/>	<input type="checkbox"/>	

Hard Copy: Exit Interview AdobePDF (Located on GVRA website)
 Online: <https://www.surveymonkey.com/r/GVRAExitInterview>

Form Completed By: _____ Date: _____
 Manager Signature: _____ Date: _____