

EMPLOYEE EXIT CHECKLIST

Employee Name: _____ **BGSU ID#:** _____

Department Name: _____ **Last Day of Employment:** _____

Exit Interview Date & Time: _____ **Resignation or Retirement** (circle one)

The following checklist is provided to assist all BGSU employees with the exit process. Departing employees have an obligation to return all University property assigned to them. Items on the checklist may not apply to all employees.

Return checklist to Human Resources on or before your last day.

Employee Responsibilities	Done	N/A
Provide written notice of departure to supervisor and copy sent to HR		
Call HR at 419-372-8421 to schedule exit interview (voluntary separations only)		
Complete final timesheet for hours worked through MyBGSU		
Ensure all personal belongings have been cleared out, prior to leaving on your last day		
Update your voicemail and email automatic reply on your last day with instructions to contact your supervisor or approved designee		
Update home address information through MyBGSU on or before your last day if moving		
Return all University Library materials and reconcile any outstanding fine and fees		
Return BG1 card to HR at exit interview for resignations. For retirees, get new BG1 card at the BG1 Card Office		
Return Purchasing Card to the Purchasing Department (419-372-8411)		
Return University Technology (computers, tablets, monitors, etc.) to Information Technology Services (419-372-0999)		
Return this checklist to HR		

Requires Signatures:	Signature of Authorized Official	Date
Return keys to Campus Operations (419-372-2251)		
Return any other University property to your department such as uniforms, etc.		

ACKNOWLEDGEMENT OF INFORMATION RECEIVED

I acknowledge that I have reviewed the contents of this brochure and have met with a Human Resources Representative.

Signature of Employee _____
Date

Signature of Human Resources Representative _____
Date