



UNIVERSITY OF
SOUTH DAKOTA

Employee Exit Checklist for Supervisors

Employee Name: _____

Last Date of Employment: _____

- Verify the employee has returned:
 - o Keys (buildings, office, filing cabinets, etc)
 - o Computer equipment (laptops, peripherals, laptop carrying bags, etc)
 - o Office supplies
 - o Unique access items (hospital badge)
- Advise the employee to provide Human Resources with their forwarding address for personal mail (W-2) if different from current employee records.
- Change voice message and transfer phone.
- Verify that faculty members have submitted grades.
- Verify the employee has submitted their timesheet or leave report on or before the last day of work.
 - o *If applicable, verify the employee submits appropriate reimbursement or other reports or logs (such as mileage).*
- Notify program staff to remove employee from group emails and website directories.
- Consider the employee’s role and access to special programs, equipment, etc. (transfer ownership of Google docs)
- If the employee is a researcher, please contact the Office of Research and Sponsored Programs to transfer or close research projects.
- The employee’s final paystub will be sent to the alternate email address they provide to Human Resources.

Access to USD information systems will terminate once employment ends. Human Resources will send an email message to the offices listed below, notifying them of the employee’s departure.

Department	Services to Terminate
Information Technology Services	Email account, SNAP, internet access, audio/visual equipment, D2L
I.D. Weeks Library	Books, library fines, videos, etc.
Business Office	Business actions (parking tickets, outstanding balances, etc.)
Accounting	Travel advances, financial manager
University Police Department and/or ITS	Building Access

For questions, please contact your HR Partner or Human Resources at hr@usd.edu or 605-658-3660.