



EXIT CHECKLIST

TO BE COMPLETED TO PROVIDE FOR ORDERLY SEPARATION OF AN EMPLOYEE:

HR Contact Responsibilities	Completed By [Name]	Date Completed
Prior to last day		
Obtain resignation letter with date- Ask if transferring to another state agency		
Load termination in Workday (attach resignation letter and/or comment explaining separation) [Terminations should be initiated by the department's Human Resource Analyst immediately upon receiving an employee's separation notice and should be processed before the scheduled payroll cycle has ended. If payroll for the employee has already been completed, contact The Payroll Office immediately at payroll@lsu.edu . Payroll schedules can be located at this link: https://www.lsu.edu/administration/ofa/oas/pay/payrollschedules.php]		
Ensure additional department employee(s) have same level of Security Access as separated employee		
Advise employee to contact HRM regarding retirement and/or benefits related questions		
Advise employee on repayment of relocation incentive <i>[If employed less than two years]</i>		
Confirm that all time off requests have been submitted		
Last day		
Remove Security Access		
Advise employee to complete Workday exit interview		
Update department organizational chart, website, internal phone lists, etc.		
Obtain LaCarte Card <i>[If applicable; cut and return to Accounts Payable & Travel]</i>		
Obtain all keys		
Obtain all University property: uniforms, computer, tools, cell phone, radio		
Advise employee to return LSU parking tag and wand to the Office of Parking Traffic, and Transportation <i>[Failure to do so results in charge of parking tag monthly fee and \$30/wand]</i>		
Advise employee that the current year's W-2 will be mailed in late January to address listed in Workday		
Update separated employee's email automatic reply <i>[lsu.edu email account will stay active for 30 days after separation; retirees' email accounts are active for 10 years]</i>		
Update separated employee's voice mail		
Remind employee to take all personal belongings		