

Checklist for Exiting Employees

EMPLOYEE INFORMATION

Name: _____ Last Day: _____
Position: _____ Supervisor: _____

Employee to Complete

- Complete letter of Resignation (2 - 4 weeks prior to effective date of resignation). The letter should include:
 - Last day of work and effective date of resignation
 - Leave that will be used the last week of work if applicable to cover through the end of pay period
 - If transferring to another department on campus, USM Institution or State Agency, provide specifics
- Remove all personal belongings from office/work space
 - Includes furniture, lamps, chairs, filing cabinets, pictures that the employee purchased/provided and brought into the building
 - *Complete on or before your last day of work*
- Turn in any CLS awards (wooden statues only) to Christina Manoto
 - Don't forget to sign your name to it with the year you won it!
 - *Complete on or before your last day of work*
- Put an out-of-office message on your email or start forwarding email to your supervisor
 - *Complete on your last day of work*
- Return Parking Hang Tag to the Parking Office in the Lower Level of the Campus Center, if applicable
 - The Parking Office will give you a parking voucher to exit the garage
 - *Complete on your last day of work*
- Turn in your OneCard and keys to Anna Borgerding
 - *Complete on your last day of work*
- Submit your last timesheet and any delinquent timesheets to ensure a timely paycheck and/or leave payout (if applicable)
 - *Complete on your last day of work*
 - Contact academicaffairs@umaryland.edu with payroll or leave payout questions.
- Provide personal email address to academicaffairs@umaryland.edu if you want to receive information on last paycheck

Supervisor to Complete

- Email DL-CITS Desktop Support (pcsupport@umaryland.edu) to notify CITS that the employee is leaving so account can be disabled
- Disable the exiting employee's accounts for software, online websites, etc. that are UMB owned services (i.e. WhenToWork scheduling software, social media accounts for the department, etc.)
- Obtain team account passwords from exiting employee and change, if applicable
- Remove employees profile and login information to all department specific software, email Hope Wallace to remove employee from distribution email lists