

Wayland Union Schools Exit Checklist

It is the responsibility of the supervisor to ensure that the separation steps outlined below are reviewed and taken when an employee is leaving. Step 1 should be completed by the supervisor and employee. Sign and date the form to confirm your review of the checklist with the employee, then forward to HR for all final processing steps.

Employee Name:	Supervisor:
Title:	Building:
Last Day of Work:	

Step 1: To be completed by Supervisor and exiting Employee

Type of Separation: Resignation Termination Retirement Disability Laid Off Other

Voluntary Separation: Letter of resignation received Yes No Reason Given: _____

Ask the employee to contact HR to schedule an Exit Interview

Confirm last day of employment

Employee's forwarding Address:

Will employee be working for the District in any capacity after term date: _____

No

Yes, in what position(s): _____

Involuntary Separation – CONTACT Human Resources and Technology IN ADVANCE

Specify last day of employment above.

Determine the appropriate process for removal of the employee's contents from classroom or workspace and secure computer networks and files. Confirmed with Admin Confirmed with Technology

Advise, retrieve, cancel, or secure the following items:

Staff Identification Card/ Building access Room and/or other keys (return to Maintenance)

Purchasing Card (return to Accounting)

Voice mail password: _____

Other District property: _____ (return to appropriate source)

Comments Employee would like to share about employment with Wayland Union Schools: (use back if needed)

Employee's Signature: _____ Supervisor's Signature: _____ Date: _____

Step 2: To be completed by Technology Department, Communications and Maintenance

Technology:

Disable Active Directory Suspend Google account(email) Collect iPad (teacher or admin staff)

List other electronic devices checked out / returned _____

Communications: Remove from Staff Directory

Maintenance:

ID Card Deactivated: _____ Keys Received: _____ (notify supervisor if missing any keys)

Step 3: Administration Office—Human Resources, Payroll and Accounting

Accounting: Exit Purchase Card System SF Access

Payroll and Final Pay Period: Calculate Final pay: _____ HSA Calculation: _____

Cancel Insurance/Issue COBRA _____ Payout of Compensatory Time: _____

Human Resources: Added to Personnel Report: _____ Notify Union Rep Notify Supt EAA (service awards)

Exited from: SF SS IC AM CHRISS (School Finance, SafeSchools, Infinite Campus, Absence Management, Criminal History)

Completion by HR _____ Date _____

Place a signed copy in the employee's personnel file.