

Employee Exit & Transfer Form

To be completed by the employee's Department Head, Supervisor or Authorized Signatory

EXITING EMPLOYEES INFORMATION:

First Name:

Last Name:

Last Working Date:

Termination Date :

DEPARTMENT HEAD CHECKLIST

Department Head and/or supervisor must confirm whether the employee has the following and collect before the Last Working Date.

Letter of resignation (if applicable)

Yes

N/A

Employee ID Card:

Yes

N/A

Procard:

Yes

N/A

Mobile Device:

Yes

N/A

Office/Department keys:

Yes

N/A

Key access card:

Yes

N/A

Equipment (i.e., Laptop, Desktop, etc):

Yes

N/A

UMass Business Cards:* (Department Head collects and destroys business cards)

Yes

N/A

Parking Badge:

Yes

N/A

Employee Account & Data Removal Process

<https://www.umassp.edu/hr/managers-toolkit/umso-employee-account-data-removal-process>

Remind Employee to review the Separating from Umass Guide

<https://www.umassp.edu/sites/default/files/documents/human-resources/Guide%20to%20Separating%20from%20UMass-Revised%2003.08.2021.pdf>

Remind Employee about the Separation from Service link on the website

<https://www.umassp.edu/hr/employee-handbook/9-separation-service>

Please include any comments in the field below.*