

MANAGER'S CHECKLIST FOR EMPLOYEE SEPARATING FROM THE UNIVERSITY

Employee Exit & Transfer Form

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

EXITING EMPLOYEE'S 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, should be submitted to HR by the employee or manager prior to employee's last working date)

Yes ☐

N/A ☐

Employee Badge:

Yes ☐

N/A ☐

Procard:

Yes ☐

N/A ☐

Mobile Device:

Yes ☐

N/A ☐

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

Yes ☐

N/A ☐

- Remind Employee to review the [Guide to Separating from the University of Massachusetts](#)
- Remind Employee about the [Separation from Service link](#) on the website