Exit/Transfer Checklist for Supervisors

To ensure a smooth separation for employees leaving the University and/or transferring internally to another department, please complete the following steps (if applicable) in the PSU exit/transfer process.

Please remember it is essential to communicate the change to your department and other departments.

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<tr>
<th>PSU ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<tr>
<th>Last Day Employee Worked</th>
<th>Last Day Employee Paid</th>
<th>Department</th>
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**In Advance of the Employee’s Last Day at PSU or in the Department**

- **Employee’s letter of resignation**
  - Submit the employee’s letter of resignation and/or a completed “Employee Separation/Transfer Form” to the Office of Human Resources immediately.

- **“Separating Employee” webpage**
  - Refer the separating employee to the “Separating Employee” link on the HR website.
  - [http://www.pdx.edu/hr/separating-employees](http://www.pdx.edu/hr/separating-employees)

- **Outstanding charges and/or travel advances**
  - Ensure that the employee reconciles any outstanding charges and/or travel advances. Work closely with the Accounts Receivable Office to complete final steps with the employee on these items.

- **Procurement cards**
  - Collect any procurement or credit cards that may have been issued to the employee and return to the appropriate department administrator.

- **Outstanding library books or charges**
  - Verify with the employee and the library that the employee does not have any outstanding books or charges with the PSU Library.

- **Outstanding petty cash**
  - Where applicable, return custody of outstanding petty cash amounts to the appropriate department administrator.

- **Administrator access to department web page**
  - Contact University Communications to disable website administrator access to department web page.

- **Electronic approvals**
  - Update department’s Electronic Approval and proxy authorization to remove separating employee and add a replacement approver.

- **Last day collection of items**
  - Discuss and plan for last day collection of applicable items below.

**On the Employee’s Last Day at PSU or in the Department**

- **PSU ID**
  - Gather the PSU Identification card and return to ID Card Services in Neuberger Hall. If there is a trimet sticker – take it to PSU Parking/Transit first.

- **PSU Parking/Transit Pass**
  - Gather any PSU Parking/Transit passes and return to Transportation and Parking Services in the Academic Student and Rec Center (1st floor on 6th Ave).

- **Laptops, cell phones, and other equipment**
  - Gather any University and/or department property, including laptops, flash drives, cell phones, pages, and other equipment that may have been issued to the employee during their employment.

- **Personal belongings**
  - Verify that the employee has gathered all personal belongings before leaving.

- **Department website and listings**
  - Remove references to the employee on departmental web pages, publications, listservs, and databases.

- **PSU Faculty/Staff directory**
  - Remove employee from PSU Faculty/Staff directory.

**Signatures**

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<th>Employee Signature</th>
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<th>Supervisor Signature</th>
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Updated 4/16/15 – Employment