

## EMPLOYEE EXIT CHECKLIST

### */ Property Returned to Supervisor:*

- " ID Card
- " Keys
- " Corporate Credit Card
- " Long Distance Telephone Card/Cell Phone/Pager/Radio
- " Any other UWO property (itemized)

### */ Departments Notified of Employee Exit:*

- " Human Resources (Pensions and Benefits)
- " Parking Services
- " Payroll Records (Canada Savings Bonds, arrangements for Record of Employment))
- " Information Technology Services (re: computer access, e-mail access)
- " Finance (Computer Purchase Plan, Guaranteed Housing Mortgage)
- " Recreational Services (re: membership)