

# Exit Checklist

Name	Pers No
Mailing Address	

The University of Mississippi has the authority to deduct from an employee's final check any unpaid amounts for property which was not returned, any overpayment of wages, and any other unpaid debts to the University.

Item	Date Returned	Applicable UM Property Number
Parking Hangtag (Dept: Return to Parking & Transportation)		
Building/Office/Vehicle Keys /cards (Dept: Return keys to Facilities Management)		
University ID (circle one below): Non-retiree -department returns ID to the ID Ctr. Retiring-retiring employee returns ID to ID Ctr.		
Departmental/Office Equipment on Loan (attach list)		
Cards: Procurement, American Express, and Gas		
Uniforms		
Books/Materials (attach list)		
Other UM property (attach list)		

**SUPERVISOR:** Please indicate whether the appropriate action has been taken

	Yes	No
Passwords Changed (on computers, servers, and department specific accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Property Officer (if Dept Head, audit must be performed)	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash Responsibility Transferred and Cash Audited	<input type="checkbox"/>	<input type="checkbox"/>
Provide Offboarding FAQ to employee	<input type="checkbox"/>	<input type="checkbox"/>

**Completed:**

E-form 3 for Separation	<input type="checkbox"/>	<input type="checkbox"/> Transferring (on campus)
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**Submitted:**

Online Separation Notification Submitted <a href="https://hr.olemiss.edu/separation-of-employment/">https://hr.olemiss.edu/separation-of-employment/</a>	<input type="checkbox"/>	Required
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**Return the original Exit Checklist form to Human Resources, Jackson Ave Center - Central**  
**Return the University ID to the ID Center, 155 Paul B Johnson Commons West**  
**Return the parking hangtag to Parking and Transportation, 980 Whirlpool Drive Suite A**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_