



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 (Dept: Return ID to the ID Center) | | |
| 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"/> |

Completed:

| | | | |
|------------------------|--------------------------|--------------------------|--------------------------|
| Eform 3 for Separation | <input type="checkbox"/> | <input type="checkbox"/> | Transferring (on campus) |
|------------------------|--------------------------|--------------------------|--------------------------|

Submitted:

| | | |
|---|--------------------------|----------|
| Online Separation Notification Submitted https://hr.olemiss.edu/separation-of-employment/ | <input type="checkbox"/> | Required |
|---|--------------------------|----------|

Return a copy of this form to Human Resources, Jackson Ave Center - Central
Return the University ID Center 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 _____