

# Georgia Tech Exit Checklist

## Overview

### ***To be completed by the supervisor/manager, the exiting employee, and Human Resources***

Georgia Tech is committed to all employees exiting the Institute in a respectful and efficient manner. The following is a standardized checklist to ensure all documentation is completed for all employees who end their employment, whether through resignation, retirement, termination, or transfer.

The checklist provides the steps the supervisor/manager and the employee need to complete in order for the employee to officially exit the department. This checklist includes important Human Resources information and departmental logistics.

## Process

### **Administrator's (or designee) Responsibilities**

1. Once the department is formally informed of a termination, resignation or retirement, obtain the Employee Exit Checklist.
2. Complete Sections I, II, and III of the Exit Checklist and sign the form.
3. Request the exiting employee complete a confidential [Exit Survey](#).
4. On the day the resignation, termination, or retirement notice is given, the department administrator (or designee) must terminate the employee in OneUSG Connect - Manager Self-Service, providing the effective date and any required attachments. The effective date is the day after the last day worked.
5. After Sections I, II, and III (if applicable) are complete, provide the Exit Checklist to the exiting employee.

### **Exiting Employee's Responsibilities**

- Before the last day of employment (or last day at Georgia Tech), bring the Exit Checklist and meet with an HR Customer Services Representative at Georgia Tech Human Resources, 500 Tech Parkway, Atlanta, GA 30032.

### ***For Employees Enrolled in Benefits***

- Review the Georgia Tech [2020 Employee Benefits Separation Guide](#)
- If you would like to make an appointment with a Benefits Specialist prior to leaving the Institute, [click here](#)
- Sign Section V of this Exit Checklist.

### ***For Retiring Employees:***

- Review the [USG Planning for Retirement Guide](#)
- If you would like to make an appointment with a Benefits Specialist prior to leaving the Institute, [click here](#)
- Sign Section V of this Exit Checklist.

### **HR's Responsibilities**

1. Complete Sections IV of this Exit Checklist.

— To be completed by home department —

## Section I – Identifying Information

Name	
Employee ID	Job Title
Home Department	Effective Termination Date (Day after last worked)

## Section II – School or Department Clearance

I certify, by entering my initials in the space provided, the above-named employee is cleared for departure, having returned, canceled or accounted for all Institute property and documents issued through this school or department and/or through any other employing school or department including, but not limited to, the following:

- \_\_\_\_\_ Building/office keys
- \_\_\_\_\_ P-Card
- \_\_\_\_\_ Fuel card
- \_\_\_\_\_ Completed all outstanding T&E reimbursements and discontinued direct Bill of Travel  
(travel.ask@business.gatech.edu)
- \_\_\_\_\_ Voicemail changed and password reset or acquired
- \_\_\_\_\_ Uniforms
- \_\_\_\_\_ Final time sheet/PSF with vacation hours
- \_\_\_\_\_ Petty cash
- \_\_\_\_\_ Laptop/mobile device
- \_\_\_\_\_ Research security clearance
- \_\_\_\_\_ Research security access badge/key
- \_\_\_\_\_ Presentation equipment/laser pointer/clicker
- \_\_\_\_\_ Office equipment/printer/computer
- \_\_\_\_\_ Research lab equipment

## Section III – Faculty Clearance

If the employee is not a faculty member or if none of this section applies please check this box:	
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Please complete this section to verify the appropriate individuals have been notified regarding the status of departing faculty member's lab/classroom. For Environmental Health & Safety (EHS) notification, please call 404-894-4635 and ask to be connected to the appropriate area.

Dept. Building Manager Name:	
Does departing faculty member's laboratory/classroom contain ( <i>circle one</i> ):	
<b>Chemicals or Flammable/Toxic Gases</b> No      Yes If yes, dept. has notified: Lab/Chemical Safety (EHS) or Building Mgr.	
<b>Hazardous Waste</b> No      Yes If yes, dept. has notified: Hazardous Waste (EHS) or Building Mgr.	
<b>Nano Particles</b> No      Yes If yes, dept. has notified: Hazardous Waste (EHS) or Building Mgr.	
<b>Radiological/X-ray Materials</b> No      Yes If yes, dept. has notified: Radiation Safety (EHS) or Building Mgr.	
<b>Lasers</b> No      Yes If yes, dept. has notified: Laser Safety (EHS) or Building Mgr.	
<b>MRI</b> No      Yes If yes, dept. has notified: Lab/Chemical Safety (EHS) or Building Mgr.	
<b>Biological Materials/Biohazards</b> No      Yes If yes, dept. has notified: Biological Safety (EHS) or Building Mgr.	
<b>Animals</b> No      Yes If yes, have animals/consent forms been transferred?      No      Yes	
Have the following certifications been received? ( <i>circle one</i> )	
<b>OSP Certification</b> Yes      No (Contact Trudy Riley: 404.894.6937)      N/A	
<b>Research Compliance Certification</b> Yes      No (Contact Bruce Henry: 404.894.7443)      N/A	
Did faculty member use CHEMATIX™ for inventory? ( <i>circle one</i> )	
N/A      No      Yes If yes, dept. has notified: Chematix (EHS) or Building Mgr.	

— To be completed by Human Resources Customer Services Representative —

## Section IV – HR Clearance

Has the termination been entered in OneUSG Connect?	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	

**The following topics have been discussed with the employee:**

Georgia Tech has the employee's correct address and phone number in OneUSG Connect.	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
Tax forms from the previous year will be mailed to the address on file in OneUSG Connect. If you need to update your address after leaving the Institute, please contact the OneUSG Shared Services Center (SSC) at 877-251-2644.	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
If applicable, the employee's parking tag must be returned to the Office of Parking and Transportation to obtain a refund	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
HR will attempt to recover any monies owed to the Institute, such as benefit premiums, library, or parking fines by withholding vacation pay.	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
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The employee was asked if they have completed an exit survey.	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
If they have not, provide them an invitation to participate.	
The employee was advised that an exit interview is also available.	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	
The employee was given a printed copy of the <a href="#">2020 Employee Benefits Separation Guide</a> and advised that an appointment with a Benefits Specialist is also available	Comments
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>	

## Section V – Signatures

Dept. Administrator Signature	Date
Employee Signature	Date