



DEPARTURE CHECKLIST

Departing Employees

BEFORE THE DEPARTURE DATE

- Departure Interview (HR)
- Contact Information Updated
 - Contact Information
 - Address Change
 - External and Internal Contacts
 - Phone
- Pay and Vacation
 - Paycheck
 - Unused Vacation Time/PTO (Staff only)
 - Ole Dollars
 - Employee Self-Service
- Benefits
- Return these items to the College
 - Keys
 - IT Equipment
 - Credit Card and Department Charge Card
 - Parking Permit
 - Ole Card
- Information Technology
 - Password
 - Email Access
 - Retiree Email Alias
 - Google Drive: Transferring Ownership of Files
 - Google Groups (formerly email aliases/ mailing lists)
 - Google Migration
 - H-Drive
 - WordPress Sites
- Library, Tostrud, and Theater Tickets
 - Library
 - Tostrud Athletic Facilities
 - Theater Tickets