

Employee Exit Checklist

Please complete this checklist for all A&P, Staff, and Faculty employees who leave Auburn University. Use the Employee Exit Checklist as a guide when an employee is ending employment. You may email the completed form to humnres@auburn.edu.

Employee Name: _____ Banner ID: _____
Department: _____ Division Number: _____
Supervisor Name: _____ Banner ID: _____

The following is a list of items that need to be discussed as an employee is preparing to leave Auburn.

- Obtain a copy of the resignation letter or email and provide it to Human Resources, Attn: Records.
- Return the Auburn University ID card to ID Card Services, or to the supervisor or designee. Note: Retiring employees should return their ID cards directly to the Onboarding Center to obtain a new Retiree identification card.
- Return all Auburn University Purchasing Cards issued to the employee to the department for submission to Procurement and Business Services (212 Ingram Hall).
- Return all University property in the employee's possession (including mobile phones, pagers, laptops, other computers, uniforms, etc.) to the supervisor.
- Update departmental directories, lists, websites, and organizational charts, as applicable, to reflect the change.
- Email Facilities Access Control (4access@auburn.edu) to obtain a list of keys issued to the departing employee.
 - Return all keys directly to Access Control or make arrangements with Access Control to transfer ownership.
- Return all access credentials for University buildings, offices, and equipment, and update all door access credentials associated with the Auburn University ID card.
- Return all University documents and records to the supervisor.
- Resolve all financial obligations to the University (e.g., AU Libraries, parking fines).
- Complete appropriate clearance, as applicable, through the Office of the Vice President for Research for sponsored programs, patents, inventions, special government security clearances, and human and animal protocol projects.
- Remind the employee to update their mailing address for W-2 purposes in AU Access or by calling 844-4145.

- Conduct an exit interview with the employee, if applicable.
- Make arrangements to have the work area cleared, if applicable.

Process the termination ePAF (Personnel Action Form in Banner) to ensure all access to Auburn University IT resources is automatically removed based on the effective termination date. No additional action is required by the department or the employee to cancel an AU username or access to central Office of Information Technology resources.

Signatures:

Employee Signature

Date

Supervisor Signature

Date

Human Resources Liaison or designee

Date