

# Graduate Student Exit Checklist

Internship  
 Expected Graduation Date \_\_\_\_\_

This form, or a similar form customized by a department, should be used by a supervisor/designee and/or HR Liaison as a checklist to document activities completed during and following the exiting process for terminating employees. Not every action listed is applicable in every termination, but the comprehensive list is provided as a mechanism to confirm good management practices and to protect university property.

**\*\*\*Please make an appointment with Brooklynn Smith Prior to meeting with Peggy Brigman.\*\*\***

Employee Name:	Last Day in Office:	Last Day in Paid Status:
Title:	UIN:	
Department:	Supervisor:	

## Peggy Brigman – Psychology Graduate Office

<input type="checkbox"/> Holds	<input type="checkbox"/> Books With TAMU Funds
<input type="checkbox"/> Grades	<input type="checkbox"/> Forwarding Address _____
<input type="checkbox"/> Fees	<input type="checkbox"/> Forwarding Email _____
<input type="checkbox"/> Graduation Check	<input type="checkbox"/> Plan for Research Data
<input type="checkbox"/> Courses Grades <i>Last 3 Semesters Taught</i>	<b>(Must have email from advisor confirming meeting)</b>
<input type="checkbox"/> Returned Inventory – Software, Computers, Books <b>(Check with Audra)</b>	<input type="checkbox"/> Fields

## Jeannine Scambray – Psychology Admin Office

<input type="checkbox"/> Office and/or desk keys	<input type="checkbox"/> Disable copy codes
<input type="checkbox"/> Facility access codes	
<input type="checkbox"/> Parking permit / Business parking permit	
<input type="checkbox"/> Disable Building Security	

## Brooklynn Smith – Psychology Business Office

<input type="checkbox"/> Payroll changes / Employee Personnel Action (EPA)	<input type="checkbox"/> Fiscal reimbursements completed - Fritzie
<input type="checkbox"/> Last Paycheck date: _____	<input type="checkbox"/> Personnel file to inactive status
<input type="checkbox"/> Final Monthly Budget Verification Document	<input type="checkbox"/> Benefits. Employee must contact the Benefits office. End date: _____
<input type="checkbox"/> Direct Deposit (circle one): Yes No	<input type="checkbox"/> HRConnect updates: Employee retains access to HRC for 18 months from termination. Advise employee to keep UIN and password to modify e-mail, home address and W2 delivery choice.
<input type="checkbox"/> Electronic paycheck or pickup last paycheck/stub	<input type="checkbox"/> Employee Exit Survey
<input type="checkbox"/> Payment Card / other credit or purchase cards - Fritzie	
<input type="checkbox"/> Travel vouchers/receipts completed - Fritzie	

Send in a ticket to [liberalarts@tamu.edu](mailto:liberalarts@tamu.edu) for appointment

**EQUIPMENT/INVENTORY AND IT—Retrieve, cancel, deactivate, or secure the following items:**

- Meet with IT personnel about e-mail accounts and Forwarding, discussion of data backup, etc.
  - Leave IT personnel with contact information so they can be contacted about any missing equipment.
  - Return computer equipment
    - A: Desktops
    - B: Laptops
    - C: iPads/Tablets
  - Transfer all Google Drive Files
  - Turn in office computer equipment.
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Please initial in the box below by your name and date once you have checked off everything on the list for your area. There is a box for each person in your area to initial and a line for each person to date.

**Business Office**

Brooklynn \_\_\_\_\_  
Date

**Admin. Office**

Jeannine \_\_\_\_\_  
Date

**Graduate Office**

Peggy \_\_\_\_\_  
Date

**IT Dept.**

IT Rep. \_\_\_\_\_  
Date

<http://employees.tamu.edu/media/329686/559COBRAGuide.pdf>

<https://www.tamus.edu/benefits/hr/COBRA-2013/tamu-cobra2013-form111.pdf>