



Employee Exit Checklist

Upon leaving employment with the University of Idaho, employees should ensure that all university property is returned, accounts cleared and necessary contact information provided. Please use the checklist below as a guide.

Please be aware of the following:

- All time and leave must be reported before 5 p.m. on your last day of work
- Your supervisor may ask you to use all annual leave or compensatory time before your last day of work.
- In order to maintain insurance coverage until your last day of work, **you must work on your last day** (your last day cannot be taken as annual leave or compensatory time).

Return University Assets to Your Department	N/A	Completed
P-Card (if applicable)		
Keys/VandalCard used for door access		
Computer(s)		
Monitors, keyboards, mice, webcams, etc.		
Books		
Laboratory equipment/animals		
Personal Protective Equipment		
Vehicles or motorized equipment		
Other:		

Finance	N/A	Completed
Pay any balance owed to Accounts Receivable (acctrec@uidaho.edu)		
If you have a parking permit, contact Parking and Transportation Services (uidaho.edu/parking) to see if you have payments due or may be able to return your permit for a prorated refund		

Human Resources/Payroll	N/A	Completed
If you are moving, update your address to ensure you receive final paychecks and tax documents in a timely manner		
Contact Benefit Services (benefits@uidaho.edu) with any questions about retirement or separation benefits		

Contact Payroll Services (payroll@uidaho.edu) with any questions about final pay and leave payouts		
Optional: Complete the exit questionnaire or request an exit interview with Human Resources		

Faculty Specific	N/A	Completed
Submit final grades		
Work with OSP to close or change PI status on any grants		
Transition graduate students to another major professor		
Provide contact information to students who may be seeking letters of recommendation in the near future		

Thank you for your service to the University of Idaho!