



# Department of Youth Services Employee Exit Checklist

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Division/ Section of Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Final Date on Premises: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

**Departing Campus Staff** are to obtain the signature of the Campus Business Manager who will verify with the Central Office Staff that the state property has been turned in.

**Departing Central Office Staff** will obtain signature from central office person that is responsible for each item.

**Departing School District Staff** will obtain the signature of the Principal who will verify with the Central Office Staff that the state property has been turned in.

Once completed, this form must be submitted to the DYS Personnel Office. If completed form is not turned in, the employee's final paycheck will be held until the form is turned in.

Returned: (Purchasing/ Accounting/ Property)

- Letter of Resignation: *(verified by)* \_\_\_\_\_
- State Equipment Accounted for: *(verified by)* \_\_\_\_\_
- I.D. Card: *(verified by)* \_\_\_\_\_
- Door Keys: *(verified by)* \_\_\_\_\_
- Door Swipe Card: *(verified by)* \_\_\_\_\_
- Gas Card PIN: *(verified by)* \_\_\_\_\_
- Uniforms/ Safety Equipment: *(verified by)* \_\_\_\_\_
- Badge: *(verified by)* \_\_\_\_\_
- Radio: *(verified by)* \_\_\_\_\_
- Cell Phone: *(verified by)* \_\_\_\_\_

Litigation Legal Hold: YES  NO  \_\_\_\_\_

**\*\*NO Accounts will be deleted if there is a Litigation Hold\*\***

Accounts Deactivation: (IT Department/ Purchasing/ Personnel/ Accounting)

- Computer/Network: *(verified by)* \_\_\_\_\_
- SIMS/GIMS: *(verified by)* \_\_\_\_\_
- DYS Email: *(verified by)* \_\_\_\_\_
- Access to Accounting System: *(verified by)* \_\_\_\_\_
- Access to Payroll System: *(verified by)* \_\_\_\_\_
- Changed to inactive in Payroll System: *(verified by)* \_\_\_\_\_

Employee Signature

Supervisor Signature

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