



Employee Exit Checklist (for Employee)

EMPLOYEE INFORMATION

Name: _____ Effective Date: _____
Position: _____ Manager: _____
ID Number: _____
Transfer (check if applicable) ☐ UNO ☐ UNL ☐ UNK
☐ UNMC

EMPLOYEE PERSONAL INFORMATION

☐ Submit Letter of Resignation to Manager ☐ Forwarding email address (**required**)
☐ Forwarding address (**required**) ☐ Current phone number
☐ Complete Exit Checklist with manager

PAYROLL/BENEFITS

☐ Bank account available for last automatic payroll deposit? ☐ Yes, or ☐ No, if no please provide other arrangement information to payroll.
☐ UNMC HR-Benefits 402-559-4340 – questions related to benefits, retirement, COBRA, etc.
☐ NE Medicine HR–Benefits 402-559-9792

RETURN OF UNMC PROPERTY (to manager)

☐ Corporate credit card (p-card) ☐ Parking
☐ Phone calling card (return sticker to parking services)
☐ Pager ☐ Books/Manuals
☐ Cell Phone ☐ Keys (return to manager)
☐ Computer equipment ☐ Other

WORK TRANSITION PLAN

☐ Discuss with manager any outstanding work or projects
☐ Request supervisor approval for desired leave time before last work day
☐ Provide current personal information for last paycheck

MISCELLANEOUS ITEMS (discuss with manager)

☐ Complete Exit Interview
Contact: HR-Employee Relations @ 402-559-4371 or email unmcexitsurvey@unmc.edu
☐ Obtain any references
☐ Redeem “People are Everything” points
☐ Check status of tuition assistance (self/family member)
☐ Remove personal emails from computer
☐ Clean your office area