

GEORGIA DEPARTMENT OF EDUCATION SUPERVISOR'S EXIT CHECKLIST

Directions:

- Supervisors should review the following items when an employee resigns or is terminated to ensure all DOE property and equipment is accounted for.
- **Contact the DOE Asset Manager prior to meeting with employee to get a list of property assigned to the employee.**
- **Employee** must deliver each item with a to the designated GaDOE representative and obtain that persons' signature.
- Attach this form to the Personnel Action Request separating the employee and forward to the Human Resources office.

Employee Name:

Date Processed:

- Personnel Action Request form to Human Resources
- ___ Letter of Resignation
___ Acceptance Letter of Resignation (if appropriate)

- All Leave accounted for and reported to Human Resources

- Exit Performance Management Evaluation or Management Review Form
- (Complete an MRF if the annual evaluation has been completed within the last 6 months, otherwise complete a PMF. This form is not necessary for terminated or retiring employees.)

- If employee is a supervisor, ensure he/she has completed a close-out MRF or PMF on subordinate(s).
- (Complete an MRF if the annual evaluation has been completed within the last 6 months, otherwise complete a PMF)

The following items should be turned into the supervisor unless otherwise instructed:

- I. D. /Access Card

- Office Keys (these can be kept in the unit unless they are marked with the letters "ME". These keys must be returned to Internal Support)

Must be returned to Telecommunication Analyst

- Cellular Phone _____ Telephone #
- Pager _____ Pager #
- Blackberry _____ Telephone #

Telecommunication Analyst Signature Date

- Computer(s) Desktop or Laptop _____ GaDOE Decal #
Equipment Transfer required to go to Asset Manager(Intouch DE Form 0051)
- Department Computer System at Home (Printers, scanners or etc.) _____ GaDOE Decal #
Equipment Transfer required to go to Asset Manager(Intouch DE Form 0051)
- Access/Location of electronic files/documents

(Important: Supervisors should secure location/access to important electronic files, documents, or systems prior to separation of employment. Contact DOE Technology Help Desk for assistance.)

- PeopleSoft Security (Contact Denise Peterson)
- _____
Sign & Date

- GBA Parking
- (Important: Employee must personally inform the GBA to stop parking deductions)

- Motor Vehicle/Fuel Cards
- Visa Purchasing Card
(This card must be returned to Sandra Smith)
- _____
Sign & Date

- Outstanding Travel Advances – Amount Owed \$ _____
- _____
Accounting Services Signature Date

- Telephone Calling Card
(This card must be returned to Telcom Analyst)
- _____
Sign & Date

- Last Salary Payment delivery arrangements
(if necessary)

- American Express Card
(This card must be returned to Accounting Director)
- _____
Sign & Date

- Terminal Pay check delivery arrangements

Supervisor's/Manager's Signature

Employee Signature

GEORGIA DEPARTMENT OF EDUCATION - SUPERVISOR'S CHECKLIST INITIAL ACCEPTANCE

To be presented and signed at Employee Orientation

In performance of their assigned job duties, the employee must agree to accept all responsibility necessary for the equipment as issued and agree to protect the equipment from damage or loss as long as it is in their possession.

It is understood by the employee that it will be their responsibility to route the form above to show all equipment, money advances, Telecommunications equipment, I.D. Cards, Keys, and credit cards have been turned in to the proper authorities prior to their departure or the final check due to the employee can be withheld for final settlement.

Employee Signature



Signature Date: