

Supervisor's Checklist

For Exiting Employees



Employee Name	Employee ID	Last Date of Employment
Forwarding Address	City, State, Zip	Phone

Return of University Property

Item	Completed	N/A
Keys: Building access, work area, offices, desk, file cabinets, storage, vehicle		
Uniforms		
Name badges and pins		
Emory ID Card		
Emory P-Card		
Emory Travel Card		
Parking Hang Tag		
University property		
Personal computer and laptop		
Cell phone, pager, PDA, floppy disks, zip drives, CD's, memory sticks, etc		

Human Resources

Item	Completed	N/A
Involuntary Termination: Contact HR Employee Relations prior to notification		
Voluntary Termination: Copy of resignation letter for HR employee file		
Enter termination via HR Web or submit HRAF to HR Data Services		
Calculate vacation accrual and request vacation payout via Finance Web once termination has been processed		
Contact HR Employee Relations @ 727-7625 to schedule exit interview		
Change any shared pass codes as needed		

Systems Termination

Item	Completed	N/A
Contact UTS Helpdesk @ 404.727.7777 to deactivate University accounts		
Contact local department IT support to de-activate local accounts, server access and arrange for forwarding of voice and e-mail		

Discuss with Employee

Item	Completed	N/A
Address changes for W-2: Emory University Human Resources, Data Services Department, 1599 Clifton Road, Room 2.405, Atlanta, GA. 30322		
Obtaining W-2: www.w2express.com or 1.800.367.2884 or 1.877.325.9239		
Employment verification for future employers: http://www.hr.emory.edu/eu/employeeestoolkit/otherresources/employmentverification/index.html		
Benefits Continuation (COBRA): http://www.hr.emory.edu/eu/benefits/healthanddental/cobra/index.html		
Information on Unemployment Insurance: http://policies.emory.edu/4.71		