

# EMPLOYEE EXIT CHECKLIST

The Employee Exit Checklist is to be completed and returned to DoCS HR upon termination.

## EMPLOYEE INFORMATION

Employee Name:	<input type="text"/>	Last day Worked:	<input type="text"/>
Department Name:	<input type="text"/>	Termination Date:	<input type="text"/>
Supervisor Name:	<input type="text"/>	or	
		Transfer Date:	<input type="text"/>

## COMPLETED BY SUPERVISOR

- ☐ **Submit DoCS HR Ticket ([docshr.rutgers.edu](https://docshr.rutgers.edu))**
  - Open a DoCS HR ticket and upload a signed and dated letter of resignation.
- ☐ **Schedule Exit Interview**
  - Schedule a meeting with the employee to discuss offboarding and recover company assets.
- ☐ **Return Company Assets**
  - **IT Equipment:** All IT equipment must be returned to ITACS on the last day of employment (computers, iPads, hotspot, printers, scanners, cellphones, etc.).
  - **RUID:** ID card must be returned to DoCS HR upon the last day of employment unless staff is moving to another Rutgers internal position.
  - **Keys:** Office/desk keys must be returned to DoCS Operations upon the last day of employment.

Supervisor Signature

Date Completed

EMPLOYEE ID

OFFICE USE ONLY

Resignation Letter	<input type="text"/>	Disable DoCS HRM Profile	<input type="text"/>
Form BC-10	<input type="text"/>	Disable Timesheets	<input type="text"/>
Termination Submitted in HCM	<input type="text"/>	Disable Blue Ocean Brain	<input type="text"/>
Termination Approved in HCM	<input type="text"/>	Removed from Email Directory	<input type="text"/>
LLC Termination ONLY	<input type="text"/>	Removed from DoCS Site	<input type="text"/>
ITACS Help Desk Ticket	<input type="text"/>	Returned RUID Card	<input type="text"/>
RU Transfer - Print Job Data	<input type="text"/>		