

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

☐ **Open a DoCS HR Ticket (docshr.rutgers.edu)**

- Open a DoCS HR ticket and upload a signed and dated letter of resignation.

☐ **Return Company Assets (If Applicable)**

- **IT Equipment:** All IT equipment must be returned to ITACS on the last day of employment (computers, iPads, hotspot, printers, scanners, cellphones, etc.).
- **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

Termination Submitted in HCM

Termination Approved in HCM

ITACS Help Desk Ticket

Disable DoCS HRM Profile

Removed from Email Directory

Swipe Access