

PINELLAS COUNTY EXITING EMPLOYEE CHECKLIST

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|-----------------------|--------------------------|
| Employee Name: | ID#: |
| Department: | Date of Last Day: |

| EXITING EMPLOYEE RESPONSIBILITIES | RECEIVED/VERIFIED BY (initials or "N/A") |
|--|---|
| Delete or transfer to others all documents created on the network (including the private directory) or your hard drive. If necessary, provide passwords to supervisor. <i>Note – when cleaning up files, whether electronic or paper, the County's Records Retention Policy must be followed.</i> | |
| Return Pinellas County Employee Identification Badge, building security badge, gate security, and/or parking transponder | |
| Return keys for office, desk, PC, vehicle, common areas, storage box, etc. | |
| Return Pinellas County cell phone / pager / radio | |
| Return laptop computers, wireless devices, cameras, flash drives, modems, etc. | |
| Return Pinellas County purchasing card (p-card) | |
| Return County Driver License | |
| Return manuals (safety, software, etc.) | |
| Return library books and publications | |
| Return County tools | |
| Return uniforms, attire, safety equipment, etc. | |
| Return business cards | |
| Return marketing materials | |
| Verify that employee's mailing address is correct in OPUS with current information to be used in mailing out final payment and W-2 form. | |
| Clean office or cubicle, completely removing all items (work papers, binders, supplies, manuals, etc.) | |
| Complete and submit Preserving Institutional Knowledge - Employee Self Assessment Form | |
| ACTION ITEMS FOR OTHERS | RESPONSIBLE INDIVIDUAL (initials or "N/A") |
| Tell the exiting employee that all final payments are by check (not direct deposit). That is why their address must be correct and current. | |
| Produce a report listing all documents on the network for the employee | |
| Notify BTS to cancel or transfer computer security access as of final day | |
| Complete Termination in OPUS Manager Self Service | |
| Verify settlement of all p-card statements with Finance | |
| Return p-card to Purchasing | |
| Return cell phone to Telephone Services | |
| Return Employee ID Badge to Human Resources | |
| Contact your department Telephone Coordinator for phone changes – voice mail, on-line phone book. Call BTS at 453-4357 if your coordinator is not known. | |
| Update department distribution lists | |
| Human Resources Dept. benefits info., COBRA, pension, etc. | |

Final Verification: _____
Director / Manager / Supervisor

Date: _____