

**PINELLAS COUNTY
EXITING EMPLOYEE CHECKLIST**

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, 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) so their address must be correct and current.	
Produce a report listing all documents on the network for the employee	
Complete the BTS Employee Off-Boarding Request Form to remove access to email, network, applications, etc.	
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 such as voice mail and online phone book. Call BTS at 453-4357 if your coordinator is not known.	
Update department distribution lists	
Review Employee Benefits: What Happens When I Leave?	

Final Verification: _____ **Date:** _____
Director / Manager / Supervisor