

# Department Use: Employee Exit Checklist

This checklist is to assist HR Analysts and managers who have an employee that is separating from the University. Departments may have additional tasks that will need to be completed by the employee.

## Prior to Last Day

- Obtain resignation letter with date.
- Load termination in Workday (attach resignation letter and/or comment explaining separation). **See next section for more information.**
- Advise employee to contact HRM regarding retirement and/or benefits related questions.
- Advise employee on repayment of relocation incentive, if applicable.
- Confirm that all time entry and time off requests have been submitted in Workday.
- Confirm all expense reports for LaCarte card charges have been submitted and/or reconciled.
- Ensure an adequate transition of information, access, and tasks.
- If your employee is departing from an investigator position, please be sure to review the LSU Departing Investigator Checklist on the HR Digital Resource Library.

## Separation in Workday

Terminations should be initiated by the department's HR Analyst immediately upon receiving an employee's separation notice with the accurate dates and resignation reason.

The termination should be processed before the scheduled payroll cycle has ended. If payroll for the employee has already completed, contact the Payroll Office immediately at [payroll@lsu.edu](mailto:payroll@lsu.edu). Payroll schedules can be located on [LSU Payroll Office's website](#).

## On Last Day

- Review employee's access to systems outside of Workday and request removal if necessary.
- Advise employee to complete the exit interview in Workday.
- Update department organizational chart, website, internal phone lists, etc.
- Obtain LaCarte Card, if applicable. Cut it up and return it to the Office of Accounts Payable & Travel.
- Obtain all university issued keys and return to Facility Services.
- Obtain all university property: uniforms, computer, tools, IDs, radio, etc.
- Advise employee to return LSU parking tag and wand to the Office of Parking Traffic and Transportation. **Failure to do so results in a charge for the wand and continuation of monthly parking fee.**
- Advise employee that the current year's W-2 will be mailed to the address listed in Workday.
- Update employee's email to include automatic reply. **The LSU.edu email account will stay active for 30 days after voluntary separations; retirees' email accounts remain active for 10 years.**
- Remind employee to take home all personal belonging