

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

PPD EMPLOYEE EXIT CHECKLIST

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Approved by [Signature] Date 2/11/2013
PPD Head

PPD EMPLOYEE EXIT CHECKLIST

* Employee Name: _____ Employee's Transfer Date: _____
 * Supervisor Name: _____ Employee's Termination Date: _____

To be completed by Employee

- * Procard returned to PPD Financial Group: _____
 * Keys returned (Building, office, desk...etc): _____
 * Equipment inventory (**Attach list**, showing transferred items): _____
 * Cell Phone, Long Range Phone turned in: _____
 * Sensitive Item inventory form (**Attach list**, showing transferred items): _____
 * Timecard (prepared through last work day): _____

Employee Signature: _____ *Date:* _____

To be completed by Supervisor

- * Procard returned to PPD Financial Group (confirmation) _____
 * Supervisory Responsibilities Transferred (if applicable) To Whom: _____
 * Emergency call-in lists updated: _____
 * Department Lists and Org Chart Updated: _____
 * Records (employees work files and electronic files) turned over to: _____
 * Vehicles (re-assigned to): _____
 * Contact Person for Power Outages: **Yes** **No** If yes, designate replacement: _____
 * Open ESHTRK Findings (re-assigned to): _____
 * Warehouse storage Items (re-assigned to): _____
 * In the case of employee transfer, has Fermi Phone book been updated: _____
 * Electronic access cards turned in: _____ **Yes** or **No** _____
 * Timecard (prepared through last work day): _____
 * Sensitive Item inventory attached: _____
 * Equipment inventory list attached: _____

Supervisor Signature: _____ *Date:* _____

Supervisor: Please Submit Completed Form to PPD Office, MS 208

Forms will be maintained in the PPD Division Office