

**The University of Michigan**  
Exiting Employee Checklist

Employee Name/Department ID: \_\_\_\_\_

**Pre-Leave:**

- Resignation letter/email
- Set up appointment with Unit Business Manager
- PCard – Notify FSS to cancel PCard
- Notify FSS to terminate M-Pathways access service via M-1(if applicable)
- FSS will contact department if effort certification is required to be completed
- Have employee change address in Employee Self- Serve in Wolverine Access before last day of employment if relocating

**Meeting:**

- MCard – collect if employee is leaving the University
- PCard – collect unless transferring to new department
- M-Token - collect
- Collect all Policies and Procedure's Manuals
- Collect Cell Phone/Blackberry/Accessories/Code/ Password
- Turn in Keys to building/office/filing cabinets/desk
- Final Time Entry to be completed on last day of employment by employee
- Office voice mail code (change to current phone #)
- Change voicemail (if applicable)
- Return any computer equipment and software
- Set an extended absence message on email with contact information
- Review Vacation accrual Payoff (after all time has been entered and approved) with Unit Business Manager. Contact FSS for information if needed.
- Provide employee with Exit Interview Questionnaire for completion (if available)

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor/Manager/Director**

\_\_\_\_\_  
**Date**