

# Employee Exit Checklist

This checklist is to assist employees who are separating from the University. Departments may have additional tasks that the employee needs to complete. It is recommended to check in with your manager to ensure all steps are completed prior to departure from LSU.

## Prior to Last Day

- ☐ Submit resignation letter with date (please note if transferring to another state agency). **A two weeks' notice is considered appropriate notice for future rehire status with the University.**
- ☐ Consider impact to your [benefits and retirement](#).
- ☐ Confirm that all time off requests have been submitted and approved.
- ☐ Complete any remaining leave certifications in Workday.
- ☐ Confirm all expense reports for LaCarte Card charges have been submitted and/or reconciled.
- ☐ Work with manager to transition information, access, and tasks.

## On Last Day

- ☐ Return all University property to department: uniforms, computer, tools, IDs, radio, keys, etc.
- ☐ Return LaCarte Card to department or Accounts Payable and Travel.
- ☐ 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.**
- ☐ Remove all personal belongings from office.
- ☐ Ensure mailing address is correct in Workday as the current year's W-2 will be mailed.
- ☐ Ensure primary home email address in Workday is a non-LSU email address.
- ☐ If it is a voluntary resignation, complete the exit interview in Workday.

## Additional Information

- Any outstanding pay (including leave payouts) will be issued on the employee's regular wage cycle.
- If transferring to another state agency, leave balances will transfer to that agency. They will not be paid out.
- Benefits will end on the last day of the month of the separation.
- Upon voluntary resignation, LSU email will remain active for 30 days
  - If terminated for cause, email will be deactivated at termination.