**Departmental Exit Checklist**

1. Submit E-form for separation – voluntary separations only: are submitted by department. HR submits involuntary (term)
2. Obtain copy of equipment inventory.
	* Confirm all University Property and collect items prior to employee departure ex:
* Laptop
* Mouse
* Monitor
* Phone
1. Miner Gold Card
2. Parking Permit
3. Department keys assigned (if any)
4. Access removal (departmental/UTEP)
	* Contact Helpdesk via email and request removal of UTEP access:
		1. Email
		2. Peoplesoft
		3. Departmental desktop drive
* Departmental programs – ex:
* Record Pros
* F: Drive
* TEAMS
* Phone extension
* Voicemail
* Email account
* Computer access
* Remove employees name from distribution list.