**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.