

TENNESSEE STATE UNIVERSITY
SUPERVISOR EXIT FORM FOR SEPARATING EMPLOYEE

Employee Name: _____

T#: _____

Department: _____

Position Title: _____

Last Day Worked: _____

Transferring to Another TN State School/Agency? **Yes** **No**

As the supervisor of the employee named above, you are responsible for verifying the required information as specified below. Your signature certifies that the various materials/records and/or equipment noted have been returned & that all obligations involving your area of responsibility have been satisfied.

- Is the employee retiring? **No** _____ **Yes** _____ (If 'Yes', the employee must submit a Letter of Intent to Retire)

THESE PROCEDURES APPLY TO ALL EMPLOYEES – REGULAR, TEMPORARY, GRADUATE ASSISTANTS, ADJUNCT PROFESSORS & STUDENT WORKERS - WHO HAVE BEEN GRANTED COMPUTER ACCESS, ISSUED KEYS AND/OR EQUIPMENT.

FOR ALL EMPLOYEES

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 1. All equipment, keys/fobs & materials issued to the employee have been accounted for & returned in satisfactory condition. | Yes | No | N/A |
| 2. Visit the Employee Separation Administration (ESA) , to disable access to central computer facilities (i.e., software programs/data & assigned PIN, & telephone long distance codes). Ext 7686 for assistance | Yes | No | N/A |
| 3. All travel reports have been verified as completed & processed with the travel office & accounts payable. Verify with Travel Office at Ext. 5009. | Yes | No | N/A |

FOR FACULTY & APPLICABLE STAFF ONLY

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 4. If your employee's salary is grant funded, ensure that all Time/Effort Certifications have been submitted electronically to the appropriate department. Verify with Grants Accounting Office at Ext. 2186. | Yes | No | N/A |
| 5. All grade reports have been submitted. Verify with Records at Ext. 7552. | Yes | No | N/A |

FOR POLICE DEPARTMENT EMPLOYEES ONLY

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|---------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 6. Any prorated fees for Police Training Academy have been collected or collection of fees has been arranged. | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------|-----|----|-----|

I certify that I have contacted the appropriate office as described above & noted any outstanding obligations by the employee on this form. I have also given a copy of this form to the employee. I've informed him/her that the Employee Exit form will be emailed from DocuSign & must be signed electronically.

Supervisor Signature

Date

Employee Signature

Date