

**PINELLAS COUNTY
EXITING EMPLOYEE CHECKLIST**

EXITING EMPLOYEE RESPONSIBILITIES	RECEIVED/VERIFIED BY (INITIALS)
Purge (delete) or transfer to others all documents created on the network (including the Private directory), hard drive, and diskettes Note – when cleaning up files, whether electronic or paper, the County’s Records Retention Policy must be followed.	
Return Pinellas County calling card / Cell Phone/Pager	
Return Pinellas County commercial credit card	
Return Pinellas County Employee Identification Badge	
Return County Drivers License	
Return laptop computers, palm pilots, camera’s, etc.	
Return computer software/manuals, modems, etc.	
Return office keys, desk keys, PC keys	
Return Manuals (safety manual, etc.)	
Return library books and publications	
Return County tools	
Return standard uniforms, attire, etc.	
Complete and submit employee address change form with current information to be used in mailing out final pays and W-2 form.	
Clean office or cubicle, completely removing all items (work papers, binders, supplies, manuals, etc.)	
ACTION ITEMS FOR OTHERS	RESPONSIBLE INDIVIDUAL (INITIALS)
Tell the exiting employee that all final pays are by check (not direct deposit). That is why their address must be correct and current.	
Produce a report listing all documents on the Network for the employee	
Notify IT Help Desk to cancel or transfer computer security access as of final day	
Complete Pinellas County Personnel Pay Action form	
Verify settlement of all credit card statements with Finance	
Return credit card to Purchasing	
Return Phone Card/ Cell Phone to Telephone Services	
Return Employee ID Badge to Personnel	
Contact Telephone systems (464-3490) for phone changes – voice mail, on-line phone book.	
Notify IT Help Desk to deactivate voice mail	
Update department distribution lists	

Final Verification: _____
Director/Manager/Supervisor

Exit Interview (completed by supervisor)

Name of Supervisor/HR Representative to Conduct Interview	Date of Interview	Location of Interview

Deactivations (completed by supervisor)

Deactivate	N/A	Function
<input type="checkbox"/>	<input type="checkbox"/>	Mainframe/Network access: Notify IT @ 464-3619.
<input type="checkbox"/>	<input type="checkbox"/>	Pager/Cellular Phone: Notify Telephone Services @ 464-3490.
<input type="checkbox"/>	<input type="checkbox"/>	Telephone credit card: Notify Telephone Services @ 464-3490.
<input type="checkbox"/>	<input type="checkbox"/>	Telephone voice mail: Notify Telephone Services @ 464-3490.
<input type="checkbox"/>	<input type="checkbox"/>	Personal computer access. Deactivate password.: Notify IT @ 464-3619
<input type="checkbox"/>	<input type="checkbox"/>	Pinellas County credit cards: Notify Purchasing at 464-3146.

Supervisors Signature

Date

Employees Signature

Date