Moss Point School District

Employee Exit Form

Required for all employees ending employment

This form provides a thorough checkout for all employees and allows the final paycheck to be issued correctly. Employees should bring the completed form to the Human Resources Office on, or before, the last day of work.

Employee Name: _____ **Department:** _____

Supervisor: _____ **Last Day of Employment:** _____

Please provide a reason for ending your employment: _____

Forwarding Information:

Address: _____

Phone: _____

Email: _____

Exit Checklist: Requires signatures from authorized representatives in each area.

_____ **Immediate Principal/Supervisor,** If Applicable - Transfer department information (manuals, status of works in progress, etc.); return property, equipment, etc.)

_____ **Fixed Assets ext. 2057**, If applicable - **Attach Fixed Asset form** (Computers, cell phones, radios, tools, toners, iPads, Access Card, etc) **signed by principal & employee**

_____ **Locks and Keys: Turn into HR or Designated School Site Personnel**
Attach key log or Name Keys: _____

_____ **Child Nutrition:** Close out cafeteria account.

HR will notify **Information Technology:**
Close e-mail, user accounts, and home directory. (access will not be available after noon on last day of employment)

_____ **Finance**: EEF Card - if applicable.

Human Resources
_____ Return employee ID card and Exit Form (Retirees need to make sure that all insurance paperwork has been completed)

_____ _____

Employee's Signature Signature of Human Resource Representative