

**TEAM MEMBER EXIT CHECKLIST**

STATE OF NORTH DAKOTA  
SFN 19451 (02-2022)

**Instructions:**

This checklist is a guide for the agency and team member when a team member's service with an agency is ending. After an item has been completed, the person who completed the task should initial and date the form. This form should be initiated by the supervisor at the time that notification is received from the team member who is ending employment. The supervisor should assist the separating team member with completion of the form and contact payroll to complete payroll out processing. Best practice is to have this form fully completed and returned to Human Resources. The completed checklist should be placed in the team member's personnel file.

Agency	Division/Unit
Team Member Name	Separation Date

	Initials	Date
Letter of resignation should include date of planned termination and future mailing address.		
Organize records (electronic and hard copy), disposing according to records retention schedule(s); turn over current files if applicable, reviewing with supervisor and/or team members taking over workload.		
Prior to last day, log into PeopleSoft and print off any payroll information that may be needed. After the last day of employment, PeopleSoft is no longer accessible.		
Prior to or on the last day, team member must return all State property.		
For benefits to be continued or cancelled in a timely manner the proper forms must be submitted to PERS. Follow this link to the ND PERS website: <a href="https://ndpers.nd.gov/">https://ndpers.nd.gov/</a> . Check appropriate box (retirement or terminating) and follow instructions in link.		
<input type="checkbox"/> If <b>retiring</b> : <a href="https://www.ndpers.nd.gov/sites/www/files/documents/forms/kits-and-forms/retirement-kit.pdf">https://www.ndpers.nd.gov/sites/www/files/documents/forms/kits-and-forms/retirement-kit.pdf</a> and <a href="https://www.ndpers.nd.gov/sites/www/files/documents/forms/active-defined-benefit/retirement-forms.pdf">https://www.ndpers.nd.gov/sites/www/files/documents/forms/active-defined-benefit/retirement-forms.pdf</a>		
<input type="checkbox"/> If <b>leaving state employment</b> : <a href="https://www.ndpers.nd.gov/life-events/leaving-ndpers-membership">https://www.ndpers.nd.gov/life-events/leaving-ndpers-membership</a>		
Team Member Supervisor: Obtain an update from the team member on status of work, projects and daily tasks.		
Verify need to collect monies owed by team member from tuition assistance or bonus agreements		
Retirement Awards/Gifts - Review years of service to determine if the retiring employee is eligible for an award or gift.		
Notify computer support staff when to remove access from network drives and other Active Directory groups. Identify appropriate person to review team member's access, computer data and email account.		
Complete inventory check of employee's workstation. Obtain access card/keys, ID, business cards, credit cards, phone card, uniforms, laptop computer and power adapter, state-issued electronic devices (ex: smartphone and iPad), and other state property in employee's possession. Change computer/telephone access codes or passwords. Notify NDHP Capitol Security within 10 days through NDHP Fingerprinting/ID Card Request Form to disable key card access.		
Complete Gallup exit survey: <a href="https://survey.gallup.com/teamndexit">https://survey.gallup.com/teamndexit</a> .		
Organize team member's personnel file and retain for six years after last action.		
Notify other employees, as appropriate, of team member's exit.		
Ensure all travel reimbursements are submitted.		
Complete a final performance evaluation.		
Explain open records law regarding provision of employment verification.		
Determine if employee wants a recognition activity.		
Other actions as specified below:		

Agency Representative Signature	Date
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