

## EMPLOYEE EXIT FORM

**Employee Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Required

- ☐ Complete the Information System Request Form and scan to PC Support
- ☐ Schedule an Out-Processing appointment with CTCOG Administration preferably to occur on the last day of employment
- ☐ Send Original Copy of Resignation to CTCOG Administration prior to Out-Processing (CTCOG employee only)
- ☐ Retrieve the following from staff on or prior to the last day of employment
  - ☐ Laptop computer and accessories (if applicable)
  - ☐ All keys issued to the employee (office and desk keys)
  - ☐ Name tag
  - ☐ Company Issued Credit Cards and Walmart tax exempt card (if applicable) Last 4 digits \_\_\_\_\_
- ☐ Company Issued ID card (if applicable)
- ☐ Outstanding Travel Request
- ☐ Final Timesheet (required at out-processing appt.)
- ☐ Delete Alarm Access Code

**Complete and Maintain in Administrator's Employee file**

## **Directions to Complete Employee Exit Form**

### **Completion of Information System Request Form (IS Request Form)**

**All employees of Workforce Solutions, Texas Workforce Commission, Texas Veterans Commission and other partner agencies have varying levels of access to the Workforce Solutions – Central Texas computer and phone systems as well as other agency computer systems. As such, this process applies to all individuals including partner individuals.**

***Employee with Resignation*** - Upon receipt of an employee resignation the IS Request Form should be completed. This form is to be completed by the WF Administrator or supervisor of the employee. The IS Request Form should be completed within two working days of receiving the resignation and should be scanned to PC support. The form should indicate the last day of employment which is shown as the termination date on the form. The WF Information Technology Department will complete all tasks to deny access to computer and phone systems no later than the end of the day following the employee's last day of employment. The WF Information Technology Department will send a confirmation email to the WF Administrator once all actions have been taken.

***Employees Terminated or No Notice*** - In the event an employee does not give notice OR an employee is terminated, it is imperative that the IS Request form be completed and scanned to PC support immediately. All computer and phone system access will be denied on the last day of employment. The WF Information Technology Department will send a confirmation email to the WF Administrator once all actions have been taken.

***Work Studies, Temporary Workers, Experience Works and Employees on Extended Leave*** - Employees on extended leave (paid or unpaid) and those that are not scheduled to work for an extended period of time (example: semester breaks, FMLA, maternity leave etc) are still considered to be employees of WSCT. If an employee that fits this category does not return to work at the end of the leave period the IS Request Form should be completed. The date listed on the form as the ***termination date*** should be the day the supervisor confirmed the employee would not be returning to work. The date should not revert back to the last date the employee worked prior to their leave. The WF Information Technology Department will complete all tasks to deny access to computer and phone systems no later than the end of the day following the employee's termination date as listed on the form. The WF Information Technology Department will send a confirmation email to the WF Administrator once all actions have been taken.

***Out-Processing Appointment*** – All employees are required to attend an out-processing appointment on or prior to their last day of employment. For CTCOG employees this appointment is with CTCOG Administration and the employee's last timesheet should be taken

to this meeting. Prior to this appointment the original copy of the employee's resignation letter should be submitted to CTCOG.

On the last day of employment the Supervisor should retrieve the following items from the employee if applicable: laptop computer and accessories, office and desk keys, employee name tag, company ID, company issued credit cards including the Walmart tax exempt card and delete the employees alarm access code. Company issued credit cards should be returned to WSCT-Accounting Department with a copy of the Employee Exit Form indicating the last four digits of each card returned. The employee will complete the last timesheet which will be required at the out-processing appointment. Also, if the employee has outstanding travel a Request for Travel shall be completed and submitted for payment.