

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**

- |  |     |    |     |
|--|-----|----|-----|
| 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 <a href="#">Employee Separation Administration (ESA)</a> , 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**

- |   |     |    |     |
|---|-----|----|-----|
| 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**

- |   |     |    |     |
|---|-----|----|-----|
| 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