

Moravian University

Exit Process Checklist

This form must be reviewed with an HR representative during the exit interview. All relevant Moravian property must be returned to the appropriate department or HR as designated on this form. Equipment or uniforms must be returned to the required department (supervisor) and a signature obtained before scheduling an appointment with Human Resources. Failure to do so will result in a delay in receiving the final pay check. Employees will not be issued a final paycheck *until* such time when all institutional property has been returned and the exit process has been completed by Human Resources.

ITEM(s)	RETURN TO	HR/IT/SUPERVISOR SIGNATURE
Keys and/or key cards	FMP&C	
Application and computer Access	HR completes to IT	
Computers - physical and other IT equipment (see IT checklist)	IT	
Cellular telephones or other communication devices	Supervisor	
Uniforms (if applicable)	Supervisor	
Ensure all important emails / files are transferred for record retention	Supervisor	
Corporate P-Card	HR	
Forwarding address / email address	HR	
ID Cards/Badges	HR	
Amrhein or other loan or Housing Support	HR	
Parking Hang Tag	HR	
Moravian affiliated social media access	Marketing	

My signature below attests that I have returned all Moravian property as specified in the Employment Separation Policy in the employee handbook.

Departing Employee Name (printed) _____ Date

Departing Employee Signature _____ Date

HR Representative Confirming Signature _____ Date