

Exit Checklist

<input type="checkbox"/>	BENEFITS: <ul style="list-style-type: none"> Review the online guide here. Your employee benefits continue through the end of the month in which you last work. If you have questions, you may set up an appointment with Helen DeVol (helen@lclark.edu) (or x6234).
<input type="checkbox"/>	FINAL TIME SHEET AND TIME OFF REQUESTS: <ul style="list-style-type: none"> If you are an hourly employee, please enter and submit your final hours of work and time off requests allowing for supervisory approval to occur no later than three business days prior to your last day of work. In certain circumstances, this time frame may not be sufficient to produce a final check on your last day of work.
<input type="checkbox"/>	FINAL PAYCHECK: <ul style="list-style-type: none"> Please note that employees must work on their last day of employment. Final paychecks are issued on the final day worked, unless the last day falls on a weekend or a holiday. In that case, the check is provided to you on the next business day. If you wish to have your final payroll check mailed, please log into Workday to remove your direct deposit.
<input type="checkbox"/>	VACATION: <ul style="list-style-type: none"> You will be paid for all unused and accrued vacation up to the maximum allowed on your final paycheck at your regular pay rate.
<input type="checkbox"/>	DEBTS AND RETURNING COLLEGE PROPERTY: <ul style="list-style-type: none"> Contact the Business Office (busoffc@lclark.edu or x7815) to pay any remaining balances and/or debts prior to your last day worked. Any outstanding travel advances not accounted for prior to your final day of employment will be added to your taxable income and taxed accordingly. You are responsible for returning any College property before you leave. <ul style="list-style-type: none"> Departmental Property: Return directly to your supervisor (i.e. laptops, pagers, keys, cell phones, tools, uniforms, and two-way radios). All Other College property: Bring to your in-person exit interview with HR (i.e. ID cards, parking passes). If you have not scheduled an in-person exit interview please contact HR, (hr@lclark.edu or x6235), to make alternate arrangements. If you have a credit card, please return it to your manager. If you have a parking pass, please return it to the Transportation & Parking Office. Review the documents you have created in Google. If you are the owner of a document you need to change the ownership to another team member. When your email account is closed documents that you own are also deleted. For further information please contact the IT department.
<input type="checkbox"/>	ACCESS TO WORKDAY: <ul style="list-style-type: none"> Since your access to Workday will end, please be sure to print out your last 3 pay stubs and W-2s.
<input type="checkbox"/>	CHANGING ADDRESS: If your address changes, please email your new one to hr@lclark.edu .
<input type="checkbox"/>	EXIT INTERVIEW & SURVEY: <ul style="list-style-type: none"> Please complete the Exit Survey in Workday. You will receive an email when it has been sent to you, and you will access it through your Workday Inbox. We encourage you to also schedule an in-person exit interview. To schedule an appointment please contact HR (hr@lclark.edu or x6235). <ul style="list-style-type: none"> During the interview, a representative of HR will be available to listen to your feedback on why you are leaving, what you liked about your employment and what areas of the College need improvement. They will collect College property, advise you of matters such as final pay. Any feedback you share will be used in general terms only and for the purposes of influencing future improvements. All information will be kept confidential, unless it relates to a violation of the law or to a safety hazard.
<input type="checkbox"/>	CONFIDENTIAL INFORMATION: <ul style="list-style-type: none"> We ask that you respect Lewis & Clark as it relates to confidential information. Do not disclose any confidential information that you may have encountered or had access to during the course of your employment.